



TOWNSHIP OF SCHAUMBURG
1 Illinois Boulevard, Hoffman Estates, IL 60169

THE BOARD OF TRUSTEES
Upper Level – Board Room

December 13, 2023
7:00 p.m.

Meeting ID: 886 1920 9890

Password: 082782

Join Online: <https://www.zoom.us/join>

Dial by Phone: (312) 626-6799

The Township Board room is open during the meeting for public attendance but is subject to limited capacity. The Township will stream a live audio of the meeting in the Township Board room. Public comment is afforded on the conference line via the Zoom meeting protocol. The public may also submit written comments prior to the meeting, which will be read by the Supervisor at the public meeting. We are requiring members of the public who wish to comment live or submit written comments at this meeting to email the Township Administrator Melissa Williams at mwilliams@schaumburgtownship.org at least one (1) hour before the start of the meeting.

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

II. PUBLIC COMMENT

(Remarks limited to three minutes)

III. PRESENTATION

VETERANS HONOR ROLL

Boatswain's Mate Seaman John L. Selke ~ U.S. Navy 1963 - 1968

Sawyer Falduto Financial Update

IV. APPROVAL OF MINUTES

A. Approval of the Minutes from the November 15, 2023, Regular Board Meeting.

V. DEPARTMENT/ COMMITTEE/APPOINTING AUTHORITY REPORTS

- A. Kenneth Young Center
- B. Disability and Senior Services Department
- C. Transportation Department
- D. Welfare Services Department
- E. Community Relations
- F. Assessors Department
- G. Administrative Services / Clerks Report

VI. HIGHWAY COMMISSIONER REPORT

VII. SUPERVISORS REPORT

Any person who has a disability requiring an auxiliary aid or service for effective communication or a reasonable accommodation to participate in a Township meeting should contact Becky Cordes, ADA Coordinator and Director of Disability and Senior Services, by telephone at (847)884-0030 or by email at bcordes@schaumburgtownship.org, as soon as possible and at least 48 hours before the scheduled meeting.

VIII. TOWNSHIP ADMINISTRATIVE SERVICE REPORTS

- A. Financial Report- James Howard
- B. Administrators Report
 - 1. Staff survey
 - 2. DEI Update
 - 3. Strategic Plan update
 - 4. Township insurance renewals

IX. OLD BUSINESS

X. NEW BUSINESS

- A. Approval of Ordinance 2023-2024 #5 an Ordinance Authorizing the Levy and Collection of Taxes for the General Town Fund, General Assistance Fund and Mental Health Board Fund of the Town of Schaumburg for the Tax Year 2023, Collectable in 2024.
- B. Approval of Ordinance No. 2023-2024 #11, an Ordinance Authorizing the Levy and Collection of Taxes for the Road and Bridge Purposes for the Town of Schaumburg Road District for the Tax Year 2023, Collectable in 2024.
- C. Approval of Resolution 2023-2024 #4, a Resolution Approving the Revised Township of Schaumburg Personnel Policy.

XI. APPROVAL OF BILLS

A. Town Fund Warrant	2023-2024 #10	\$ 329,174.81
B. Road & Bridge Warrant	2023-2024 #10	\$ 42,314.41
C. Welfare Serviced Warrant	2023-2024 #10	\$ 55,578.57
D. Capital Warrant	2023-2024 #10	\$ 159,127.49

XII. ANNOUNCEMENTS

December 22 & 25, 2023 – Township Closed, Christmas

January 1, 2024 – Township Closed, New Year

January 18, 2024 - Budget Workshop, 6PM Town Hall

January 18, 2024 – Committee of the Whole, 7PM Town Hall

January 20, 2024 – Representative Krishnamoorthi hosting a Passport Fair, Clerks Office 9AM – 1PM

January 24, 2024 – Public Hearing, 2024-2025 Road & Bridge Tentative Budget, 6:45PM Town Hall

January 24, 2024 – Public Hearing, 2024-2025 General Assistance, Town and Capital Fund Tentative Budget, 6:50PM Town Hall

January 24, 2024 - Regular Board of Trustees Meeting, 7PM Town Hall

February 19, 2024 – Township Closed, Presidents Day

February 21, 2024 - Committee of the Whole, 7PM Town Hall

February 28, 2024 - Regular Board of Trustees Meeting, 7PM Town Hall

SUPERVISOR AND TRUSTEE COMMENTS

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XII. EXECUTIVE SESSION

XIII. ADJOURNMENT

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**MINUTES OF THE
TOWNSHIP OF SCHAUMBURG – BOARD OF TRUSTEES
STATE OF ILLINOIS
Cook County
Town of Schaumburg**

THE BOARD OF TOWN TRUSTEES met at the office of the Town Clerk located at One Illinois Boulevard, Hoffman Estates, IL 60169-3314 on November 15 ,2023

Officials Present:	Timothy M. Heneghan	Supervisor (Excused Absence)
	W. Robert Vinnedge	Clerk
	Robert N. Fiorio	Trustee
	Demetrius J. Gibson	Trustee
	Lauren Saternus	Trustee
	Matthew J. Steward	Trustee
	Scott Kegaris	Highway Commissioner

The following business was transacted.

Clerk Vinnedge called to order the Regular Board of Trustees Meeting at 7:00p.m.

Clerk Vinnedge called the roll and the Pledge of Allegiance followed.

Clerk Vinnedge called for a vote as acting Supervisor for the meeting.

- Moved by Trustee Steward and seconded by Trustee Fiorio to elect Trustee Saternus to manage the meeting as acting Supervisor. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Absent. Ayes-4 Absent -1, Nays-0. **Motion carried.**

PUBLIC COMMENT

None

PRESENTATION

VETERANS HONOR ROLL

Clerk Vinnedge honored:

Richard J. Bondi ~ U.S. Maine Corps 1969-1975

EMPLOYEE RECOGNITION

- Administrative Services Director Patti Dionesotes made a presentation on behalf of The Board of Trustees and congratulated employee Kim Kettel on her Retirement after close to 9 years with the Township.
- Welfare Services Director Diana Nelson made a presentation to Patrick Bennett with a Certificate of Appreciation for his service to the Township of Schaumburg.
- Welfare Services Director Diana Nelson also made a presentation to Jacob Wood with a Certificate of Appreciation for his service to the Township of Schaumburg.

MINUTES

Moved by Trustee Steward and seconded by Trustee Fiorio to approve the October 18, 2023 Committee of the Whole and the October 25, 2023, Regular Board Meeting. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Absent. Ayes-4 Absent -1, Nays-0. **Motion carried.**

DEPARTMENT AND COMMITTEE REPORTS

Kenneth Young Center:

- Kate from KYC announced that their Development Committee was recognized by the White House as a Blue-Ribbon Committee Coalition Award Winner during the last ten years within the community.
- Staff will continue to assist residents concerning the open enrollment in Medicare through December 7.
- Multiple events for both new programs, for groups and Holiday events for the rest of the year are available for participation. Details may be found on the KYC website.
- Written report on file. No action items.

Disability and Senior Services Department:

- Open Enrollment continues to go well. All appointments are filled and callers seeking appointments are being referred to 1-800-Medicare or medicare.gov.
- The Holiday Adoption Program has closed to client registration. This year we had 170 households register, which is an increase over last year's 140. We had a significant number of grandparents caring for grandchildren register this year. Special thanks to the Patrick Dealer Group for coming in at the last minute and adopting all the families we had remaining. Our community is incredibly generous and all 170 households have been adopted.
- Written report on file. No action items.

Transportation Department:

- There were three trips this month one for the Disability Department the rest for the Seniors.
- Ridership for this past month increased by 240 rides, and new participation continues to increase as well.
- December will bring some scheduling challenges since two drivers will be out for medical procedures. However, we have a couple of part time drivers and a couple of good prospects to fill open positions.
- Written report on file. No action items.

Welfare Services Department:

- The Welfare Services Department is answering the call for aid from more and more residents every day. Food insecurity in the community continues to rise, and the food pantry continues to provide support for these households, but food insecurity is not the only basic need being requested. Emergency assistance calls were up 119% in October. Inquiries for food, shelter, and utility assistance are in high demand.
- The team is responding to over 100 calls daily looking for resources. I am proud to be part of such an amazing group of individuals, who continue to go above and beyond to support our community, but community needs are so great, and burnout is being felt. Both patience and donations are requested.
- An amazing food drive like Lavelle Law, which was received October 27th, lasted the pantry less than two weeks. This food drive would typically provide food until holiday donations started to roll in, but that is not the case this year. Twenty twenty-three is unlike any before.
- We know the holidays can be a stressful time of year for some, please understand the Welfare Services team is dedicated to making them a little brighter for many.
- Written report on file. No action items.

Community Relations Department

- Written report on file. No action items.

Assessors Department:

- The Assessor's office was exited to announce that Michael Ramunno will be joining the staff. Recently, Michael has been assisting the Assessor's staff and his experience and customer service skills will be especially appreciated.
- Written report on file. No action items.

Administrative Services / Clerk's Report:

- Written report on file. No action items.

Highway Commissioner:

- The Highway Commissioner reported that his staff has been very, very busy.
- Road and Bridge has been talking with residents in both the north and the south side of the unincorporated parts of the township to listen to and resolve various situations and concerns.
- The meeting on the Cimino property had to be canceled and rescheduled for a later date.
- Having completed their third Decennial Committee Meeting, they will soon be scheduling their fourth and then likely a fifth one after that.
- The Commissioner stated that he had been reelected to the Highway Commissioners Board of TOI, which is for another two-year term.
- Finally, the Commissioner stated that he had been talking with Mr. Howard regarding the Road and Bridge Levy. Scott informed him he intends to keep it flat or possibly reduce it.

Financial Report:

- James Howard, Governmental Accounting presented a brief overview of his report for the first eight months of the fiscal year.
- With 67% of the year over, the township has received 47% of its tax revenue that's up over last year during the same period. Tax bills have gone out so we will be seeing revenue increasing shortly.
- There were extensive discussion relating to the levy for the newly formed Mental Health Board. The decision made by the Board was to request Mr. Howard to prepare various budgets using levies of \$1.5, \$1.75, \$2.0, \$2.25 and \$2.5 million.
- Also, for more realistic comparison of homes in the township it was requested that standard be changed from \$100k to a \$300K home.
- Questions asked and answered,
- Written report on file.

Supervisors Report

Administrators Report

- Administrator Williams as an information item reviewed the policy and guidelines for pets. Thus far, the policy has proved beneficial and widely accepted. However, pets are not allowed on the premises but for a limited basis. In particular, it is limited primarily to Thursdays. It is implemented as a perk. However, if the safety or professionalism at the township is compromised the policy may be modified or eliminated upon further review.

- The Administrator also reviewed the policy regarding when the building be closed in the event of an emergency. She included the details of the situation when the village had to turn off the water supply in the building but before notice was discovered. However, as best as could be determined, the policy guidelines were followed. That said, it was brought up at the meeting to see if there were any other concerns the board might have in that regard.
- The DEI Committee and the presentation of Dr. Bailey has finally converged. We have not yet received any questions on Dr. Bailey’s presentation, so that still remains and should then be followed with a meeting of the DEI Committee so they may align all their concerns and values.
- Admittatur Williams also brought the board up to date on some remaining items od phase one upgrades, small yet important, for example the reconditioning of the elevator. All the parts are available and will take five weeks to complete. So, the project is in the process of scheduling based on rearranging some group meetings where an elevator is essential.
- Administrator Williams was pleased to announce that Director Cordes had been appointed to serve a President of ITASCSC, the prestigious organization focused on providing services for senior citizens.
- Questions asked and answered,

OLD BUSINESS

None

NEW BUSINESS

- A. Trustee Gibson read a Proclamation that was presented recognizing November as Veterans Day.
- B. Trustee Gibson also read another Proclamation that was presented recognizing November as National American Heritage Month.
- C. Approval of Revised 2024 Township Calendar (Annual Town Meeting Correction). Moved by Trustee Gibson and seconded by Trustee Steward to approve the 2024 Township Calendar. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Absent. Ayes-4 Absent -1, Nays-0. **Motion carried.**
- D. Approval of appointment of Judith Ann Murry to the DSS Committee for the term of December 1, 2023 to November 30, 2026. Moved by Trustee Steward and seconded by Trustee Gibson. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Absent. Ayes-4 Absent -1, Nays-0. **Motion carried.**
- E. Approval of appointment of Marilyn Pande to the DSS Committee for the term of December 1, 2023 to November 30, 2026. Moved by Trustee Gibson and seconded by Trustee Steward. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Absent. Ayes-4 Absent -1, Nays-0. **Motion carried.**

APPROVAL OF BILLS

Moved by Trustee Steward and seconded by Trustee Gibson to approve Town Fund Warrant 2023-2024 #9 In the amount of \$204,153.63. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saternus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Absent. Ayes-4 Absent -1, Nays-0. **Motion carried.**

Moved by Trustee Gibson and seconded by Trustee Steward to approve Road & Bridge Warrant 2023-2024 #9 in the amount of \$19,594.66. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Absent. Ayes-4 Absent -1, Nays-0. **Motion carried.**

Moved by Trustee Fiorio and seconded by Trustee Gibson to approve Welfare Services Warrant 2023-2024 #9 in the amount of \$43,431.11. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Absent. Ayes-4 Absent -1, Nays-0. **Motion carried.**

Moved by Trustee Steward and seconded by Trustee Gibson to approve Capital Fund Warrant 2023-2024 #9 in the amount of \$40,317.38. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Absent. Ayes-4 Absent -1, Nays-0. **Motion carried.**

ANNOUNCEMENTS

November 23 & 24, 2023 – Township Closed, Thanksgiving

December 5, 2023 – Lobby Ribbon Cutting, 5-7pm

December 8, 2023 – Senior Holiday Luncheon, Chandlers, 11am

December 12, 2023 – Disability & Senior Services Holiday Adoption Pick Up, 10:30am – 7pm

December 13, 2023 – Dinner with Santa for Individuals with Disabilities, 5:30pm

December 13, 2023 - Regular Board of Trustees Meeting, 7PM Town Hall

December 22 & 25, 2023 – Township Closed, Christmas

January 1, 2024 – Township Closed, New Years

SUPERVISOR AND TRUSTEE COMMENTS

ADJOURNMENT

There being no further business, Trustee Steward moved to adjourn the meeting at 8:17 p.m. and Trustee Gibson seconded the motion. Roll Call: Trustee Fiorio-Aye, Trustee Gibson-Aye, Trustee Saturnus-Aye, Trustee Steward-Aye, Supervisor Heneghan-Absent. Ayes-4 Absent -1, Nays-0. **Motion carried.**

<p>APPROVAL CERTIFICATION I hereby certify the approval of the forgoing Minutes of the Township of Schaumburg.</p> <p>_____</p> <p>Clerk</p> <p>Date _____</p>
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KENNETH YOUNG CENTER

Report for November 2023

Service Provided - Hours	November 2023	FYTD 2024	November 2022	FYTD 2023
<i>Counseling Appointments</i>				
Assessment & Service Planning	204.44	1,301.86	120.64	752.21
Individual/Family Therapy	485.26	4,189.02	455.09	3,146.53
Group Hours	7	132.95	20.9	238.62
Mentoring/Community Support	124.55	1,208.83	198.77	1,465.24
Crisis Intervention	69.91	805.7	88.94	720.02
Case Management	43.04	286.26	38.09	249.76
Transitioning Youth Service	.2	15.7	.58	34.39
Psychiatric Services	15.58	181.93	24.25	206.92
Total Hours:	949.98	8,122.25	947.26	6,813.69
<i>Villages</i>				
Schaumburg	4	184	5	182
Hoffman Estates	7	151	5	136
Roselle	0	18	1	19
Hanover Park	1	69	3	76
Elk Grove Village	0	17	17	20
Rolling Meadows	0	5	4	5
Bartlett	0	1	0	0
Streamwood	1	4	0	1
Total:	13	449	35	439
<i>Racial/Ethnic Breakdown – New Cases</i>				
Caucasian/Latino	1	122	13	132
Asian	2	39	2	44
Caucasian/Non-Latino	2	135	9	124
African American	4	74	7	71
Native American	0	2	1	3
Pacific Islander	0	3	0	3
Prefer not to answer	4	74	3	62
Total:	13	449	35	439

Department Highlights

- During the month of November KYC continued to see clients face to face individually and in groups while also seeing many virtually.

Schaumburg Township Mission Statement:

The mission of the Township of Schaumburg is to provide quality resources, assistance and information to empower our diverse community through innovative programming, data-driven decision-making, and fiscally mindful leadership.

KENNETH YOUNG CENTER

Report for November 2023

- Kenneth Young Center is working diligently to meet the needs of our community. Mobile Crisis Response calls and staff are actively responding to assure needs are met for high risk families. The Call 4 Calm crisis/ resource line remains open for any individual seeking support. KYC continues to collaborate with the state and community providers as we coordinate being the mobile crisis responder for 988 calls. KYC has a crisis number established that is being shared with local police and other community providers. KYC is now responding to direct crisis calls in our community.
- KYC was awarded Living Room grant and is honing in on securing location for a 24/7 location where anyone in crisis can go to receive stabilization and support services. Living Room program will be temporarily housed at the EG main office until new space is secured and built out. Goal is to be open 24/7 in January of 2024.
- SUPR(Substance Use Prevention and Recovery) services for both adults and adolescents have capacity and are accepting referrals.
- New Group: Together we share: Depression and Anxiety group for 6th, 7th and 8th graders. Meets Tuesdays 5:00-6:00. Residents can call intake if interested.
- New Group: Acceptance Commitment Therapy (ACT)-An adult group for clients 18+ that are struggling with depression, anxiety or OCD/phobias. Group meets Wed 5:30-7:30. Call intake if interested in more information.
- New Group: Body Positivity Group: Group for adults 25 and older. Meets Fridays 1-2:30. Contact intake if interested for more information.
- The month of November is when our Adopt A Family program is launched. This year KYC is aiming to provide gifts to over 600 of our clients in need this holiday season.
- Kenneth Young Center provides Adult and Youth Mental Health First Aid training is available to the township. If interested in setting up a training, please contact training@kennethyoung.org

Upcoming Events

- 12/8 “KYC’s Program Training Committee Presents: Helping Providers Heal Generational/Intergenerational Trauma and Build Family Connections” 8:30-4:30pm. This training is held virtually and will help mental health professionals gain insight and knowledge about Latino/e culture and increase communication skills to better serve these communities. Gain an understanding of inter/intragroup differences, confront myths and stereotypes, and gain clinical vocabulary and skill sets in Spanish. Topics will include working with parents and children, healing from generational trauma, and interventions and diagnoses for Spanish-speaking clients. Please contact Brenda P at brendap@kennethyoung.org for registration.

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KENNETH YOUNG CENTER

Report for November 2023

- 12/9 “Seasons in Recovery” All are welcome to join us from 11AM — 3PM as we celebrate families and friends! Our activities will include: Photos with Santa from 1:00PM — 2:30PM, Naloxone Training, Raffles, Arts & Crafts Fair, Speakers, Sweet Treats, Hot Chocolate and Coffee, Gifts, AND MUCH MORE!
- 12/15 “Memory Café” Our Memory Café will meet on the third Friday of the month. The Café is a free event for people with memory impairments and their caregiver to attend together and enjoy engaging entertainment and socialization while learning about supportive resources. Please call 847-524-8800 ext. 189 to register to join the Café. We hope to see you there!
- 12/16 “La Posada” 1-4pm. Join Kenneth Young Center & CPYD for an event inspired by the cherished tradition of ‘La Posada,’ a festive and heartwarming journey that captures the spirit of togetherness, community, and the joy of the holiday season. This community gathering will have: small gifts for children, folkloric dancers, piñata, raffles, community resources, and more! Register at: <https://www.eventbrite.com/e/la-posada-tickets-761366767497>
- 12/26 “Youth Mental Health Training” Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. This training gives you the skills to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to appropriate care. AMHFA is a blended course 2-hour self-paced online course, and a 5.5-to 6.5-hour, Instructor-led training. For more information email training@kennethyoung.org

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DISABILITY & SENIOR SERVICES

Report for November 2023

Service Provided	November 2023	FYTD 2024	November 2022	FYTD 2023
<i>Administration</i>				
Client Contacts	642	4,125	535	3,986
Information & Referrals	201	1,743	161	1,055
Advocacy	15	86	N/A	N/A
Case Management	52	571	39	108
Notary	51	630	N/A	N/A
<i>ITAC (Illinois Telecommunications Access Corp.)</i>				
Phone Testing Appointments	0	46	5	77
ITAC Outreach Events	0	11	1	7
<i>Benefit Assistance</i>				
Medicare Counseling	335	784	330	785
Dept of Human Services (SNAP, Medicaid, MSP)	6	81	15	154
Benefit Access Applications	26	319	12	275
RTA Applications (Free Ride and Reduced Fare)	14	118	5	83
Parking Placards	21	203	19	225
<i>CEDA Programs</i>				
LIHEAP/PIPP/Furnace/LIHWAP/Weatherization	175	680	99	607
<i>Programming</i>				
Programs	49	507	36	397
Participants	1,068	9,012	622	7,739
<i>Volunteers</i>				
New Volunteers	0	7	0	1
Total Volunteers (unduplicated)	70	466	27	249
Volunteer Hours	204	3,940	228.5	3749.5
<i>Staff Development</i>				
Webinars, Conferences, and Trainings	4	113	8	156

*Advocacy and Notary data is new for FY24

Department Highlights

- Program Coordinator Remer coordinated alternative sites for recurring programming in 2024 while the gym is under construction. Most fitness classes will be held at St. Peters Lutheran Church. Fit For Life will be held at the Schaumburg YMCA.
- Program Specialist Kettel and Program Coordinator Remer spent much of November planning 26 events and trips for 2024, including a weeklong trip to Mackinac Island in June.
- Programs continue to be very popular. Property Fraud/After Death presentation by the Cook County Clerk's office on November 8 was a big hit with over 50 people in attendance. The International Tree display at the Museum of Science and Industry and the musical Beautiful were very popular and well received. Clients are requesting more trips that bring them downtown to experience museums, shopping, and events.

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DISABILITY & SENIOR SERVICES

Report for November 2023

- Deaf Services' Breakfast Social Maxwell's and Deaf Social/Support Group Thanksgiving were the most popular events this month. Everyone enjoyed the delicious food and socialization at both events. The Deaf Services Diabetes support group had 12 in attendance.
- Program Coordinator Remer coordinated sponsorships from 3 different companies totaling \$750.
- Social Services Specialist Feder and Director Cordes worked on the Holiday Adoption Program. Social Services Specialist Feder paired donors with adoptees and fielded many phone calls and emails from donors.
- Social Services Specialist Jackson attended the NWSAC meeting on November 13.
- Deaf Services Coordinator Phadke attended the DeafNation Expo downtown Chicago. This was the first time in 4 years the event had been held and was a great opportunity to reconnect with other professionals. Coordinator Phadke was also able to pass out information about the open Deaf Services Specialist position.
- Director Cordes attended TOI Educational Seminar in Springfield November 12-14 and was elected President of the Illinois Township Association of Senior Citizens Services Committee (ITASCSC). Director Cordes also assisted in coordinating two of the educational sessions sponsored by ITASCSC.
- Coordinator Phadke secured meeting space at the Trickster Cultural Center for the Deaf Social/Support Group meetings while the gym is under construction.
- Social Services Specialist De Marchi Attended the Mount Prospect Aging in Community Initiative Resource Fair on November 8. She promoted the ITAC program and Americans for Better Hearing Foundation services offered at the Township.
- Social Services Specialists Jackson, Feder, Kettel, and De Marchi, along with Assistant Director Borja and Director Cordes all completed the CEDA Policies & Procedure training.

Upcoming Events

- January 11, 2024 – Bingo Bash, 11:30am
- January 17, 2024 – Feed My Starving Children, 8:30am
- February 5, 2024 – AARP Tax Aide Begins, 9am
- February 7, 2024 – In the Heights, Marriott Theatre, 10am
- February 13, 2024 – Cooking Skills and Social, 10:45am
- February 28, 2024 – 10 Warning Signs of Alzheimer's Presentation by Alzheimer's Association, 10:30am

Schaumburg Township Mission Statement:

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TRANSPORTATION DEPARTMENT

Report for November 2023

Service Provided	November 2023	FYTD 2024	November 2022	FYTD 2023
<i>Administration</i>				
Individuals Served (unduplicated)	234	2,142	185	1,706
One Way Rides	1,591	15,358	1,450	15,530
Fares Collected	1,701	12,671	989	11,901
Fuel Consumption (gallons)		11,338	1,370	13,392
Out-of-Township	596	6,323	620	5,690
Mileage	8,065	73,775	7,429	73,549
<i>Ride Type</i>				
Dialysis	454	4,336	486	4,506
Disabled Services	206	1,848	174	1,389
Groceries	243	2,355	206	2,139
Medical	493	4,629	448	4,871
Nutrition	178	1,686	147	1,082
TWP	213	2,071	175	1,619
CRC	16	174	6	44
Clearbrook	166	1,534	158	1,089
CNN	14	355	0	291
<i>Wheel Chair Rides</i>	246	2,523	154	1,828
TRIP - Registration	3	20	5	37
New Rider Registration	15	232	20	233
TRIP Quarterly Rides	66	339	58	527

Department Highlights

- On November 09, 2023, we had an in-house trip where Driver's Richard Duwal, Kevin Summers, Elizabeth Youngs and Patrick Berry transported 18 Poplar Creek residents to Maxfield's Restaurant.
- On November 22, 2023, Driver Patrick Berry transported 23 senior residents to Marriott Theatre in Lincolnshire.
- On November 29, 2023, Driver Richard Duwal transported 21 senior residents to the Museum of Science and Industry in Chicago.

Upcoming Events

- The Transportation Department has 1 out trip for the month of December.
- Transportation welcomes a new driver to start in December.

Schaumburg Township Mission Statement:

As authorized by the statutes of the State of Illinois, the mission of the Township of Schaumburg is to provide social and other services to meet the needs of the community in a fiscally responsible manner.

DEPARTMENT OF WELFARE SERVICES

Report for November 2023

SERVICE PROVIDED	NOVEMBER 2023	FYTD 2023
<i>Administration</i>		
Resources and Referrals	273	2,165
<i>Financial Assistance</i>		
General Assistance Clients	1	1
General Assistance Contacts	3	23
Emergency Assistance Approved Applications	6	60
Emergency Assistance Contacts	46	335
<i>Utility Assistance Applications</i>		
Low Income Home Energy Assistance Program, Percentage Income Payment Plan, Weatherization, Furnace and Energy Savings Kits	83	564
<i>Social Services Applications</i>		
Supplemental Assistance Nutrition Program, Access to Care, Medicaid & Mobile Dental Clinic	15	121
<i>Food Pantry</i>		
Households Served	1,179	9,738
Total Household Members Served	3,487	29,213
New Clients	145	954
<i>Volunteer Hours</i>	583.25	3,949.25

Department Highlights:

- The Welfare Services' team conducted hearings for 11 outside agencies requesting fund support. These agencies include services for low-income residents of the Township.
- Director Nelson and Associate Director McGinn attended the TOI Annual Educational Conference in Springfield, IL.
- Director Nelson and Supervisor Rogenski represented at the School District 54 Partnership Breakfast.
- Director Nelson attended the NW Suburban Affordable Housing Coalition this month to determine the next steps for the community.
- Case Manager Fillmore manned District 54's resource fair sharing Township resources with district staff.
- Caseworker Barrera attended the How to Help New Arrivals Apply for VTTC through Shriver Center.
- November was the third month in a row that saw an increase of over 100% in emergency assistance inquiries compared to last year, and the food pantry again saw an almost 40% increase in usage.
- The team has been going above and beyond to meet the needs of the community. I am proud to share that a Thanksgiving protein and sides were available for all that requested.

Schaumburg Township Mission Statement:

As authorized by the statutes of the State of Illinois, the mission of the Township of Schaumburg is to provide quality resources, assistance and information to empower our diverse community through innovative programming, data-driven decision-making, and fiscally mindful leadership.

ASSESSOR'S OFFICE

Report for November 2023

Service Provided	November 2023	FYTD 2023	November 2022	FYTD 2022
<i>Administration</i>				
Office Visits	364	504	20	119
Phone Calls	0	436	105	331
Building Permits	4	0	19	235
Sales Recording	253	1,041	596	19
Change of Name / Address	2	0	3	11
Property Tax Appeals	95	0	0	266
Certificate of Errors	351	44	78	42
Notary	3	3	5	25
Variances	4	4	7	1
<i>Exemptions</i>				
Homeowner Exemptions	158	32	13	11
Senior Homeowner Exemptions	91	58	37	19
Senior Freeze Exemptions	105	87	23	5
Disabled Person & Veteran Exemptions	3	35	6	7
Miscellaneous Exemptions - Affidavit Forms	103	103	37	37

Department Highlights:

- On November 6th, Chief Deputy Morales, Deputy Assessor Joe Kolodziej and Mary Pat (contractual assistant) welcomed Michael Ramunno as the new replacement for Kevin Snow who recently retired after 17 years of service to the Township.
- On November 10th, Chief Deputy Morales along with department heads participated in the Project Unify-TOS monthly stakeholders meeting led by Dr. Sean Bailey via zoom. Dr. Bailey discussed on the importance of focusing on equity and fostering inclusion within the township community and having anonymous feedback from ToS staff.
- On November 12 -14th, Chief Deputy Morales along with departmental directors, Administrator Williams, Trustee Gibson, and Trustee Steward attended the annual Illinois Township of Illinois conference held in Springfield to learn about township government news, regulations, and new legislation impacting Illinois townships including recognizing township officials from across the state.
- On November 28th, Chief Deputy Morales and Deputy Assessor Joe Kolodziej participated remotely in the monthly Cook County Township Assessors' Association meeting and discussed the Cook County Treasurer's second installment property tax bill. The meeting also addressed on how best to manage a resident's concern regarding this year's increased bill and the options available to pay this bill.

Schaumburg Township Mission Statement:

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CLERKS OFFICE / DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for November 2023

Service Provided	November 2023	FYTD 2024	November 2022	FYTD 2023
<i>Clerk's Office</i>				
Passport Applications	2172	5416	164	1874
Passport Application Deposit	\$76,006	\$189,592	\$5,755	\$65,748
Photos	2419	6120	214	2038
Photos Deposit	\$24,194	\$61,210	\$2,144	\$20,415
Renew Mailing	593.073	1,512	39	469
Renewal Deposit	\$5,931	\$15,122	\$390	\$4,690
Total Passport Fee Deposits	\$106,131	\$265,924	\$417	\$90,853
Notary Public	22	230	36	414
FIOA Requests	0	37		
<i>Percent of Budget Expended (74.97% of year)</i>				
Percent of Budget Town	4.00%	59.20%	5.20%	62.10%
Percent of Budget Welfare Services	8.00%	58.30%	5.91%	52.51%
Percent of Budget R & B	2.80%	32.60%	2.18%	48.38%
Percent of Capital Fund	7.50%	39.50%	19.10%	26.00%

Department Highlights

- Director Dionesotes worked with our IT team and installed new backup batteries to the network servers on November 10th, working proactively to keep our network working smoothly.
- Director Dionesotes worked to install new monitors in the lobby area and an outdoor monitor to improve all communications with our community. The outdoor monitor is backordered but will be installed in December.
- The Township needed to have a late start to open on December 28th. At that time, we had no electricity while the Township was converted to the completed Solar Panels recently installed. We look forward to seeing a reduction in our electrical bills going forward.

Upcoming Events

- In conjunction with Representative Krishnamoorthi, the Township will be running a Passport acceptance event on January 20th from 9am to 1pm. This is the first time the representative's office as well as the Township, have ever run such and event. We look forward to the challenge.

Schaumburg Township Mission Statement:

The mission of the Township of Schaumburg is to provide quality resources, assistance and information to empower our diverse community through innovative programming, data-driven decision-making, and fiscally mindful leadership.



Financial Statements

For the 9 Month(s) Ending November 30, 2023

SCHAUMBURG TOWNSHIP

Financial Summary

For the 9 Month(s) Ending November 30, 2023

75% of Year

REVENUE	Town	Welfare Services	Road & Bridge	Capital	Total	Budget	Pct. Of		Pct. Of Budget
							Budget	Prior Yr Total	
Property Taxes	3,478,464	567,535	514,964	-	4,560,963	7,030,000	65%	3,103,118	47%
Replacement Taxes	236,944	-	29,332	-	266,275	245,000	109%	250,116	6%
Interest	164,666	39,248	61,633	-	265,548	18,200	1459%	56,008	374%
Rental	-	-	-	-	-	500	0%	-	n/a
Donations	14,412	28,714	-	-	43,126	86,500	50%	99,731	-57%
Charges for Services	160,064	-	-	-	160,064	181,000	88%	152,897	5%
Other	-	(0)	245	-	245	3,700	7%	1,828	-87%
Transfers From Other Funds	-	-	-	1,330,000	1,330,000	2,660,000	50%	680,000	96%
Total	4,054,550	635,496	606,174	1,330,000	6,626,220	10,224,900	65%	4,343,697	53%
Budget	5,813,000	902,500	849,400	2,660,000	10,224,900				
Pct. Of Budget	70%	70%	71%	50%	65%				
EXPENDITURES									
Officials	77,622	-	-	-	77,622	107,863	72%	84,861	-9%
Salaries and Expenses	1,298,884	318,761	162,119	-	1,779,764	2,827,813	63%	1,659,820	7%
Audit & Legal	98,265	-	16,832	-	115,097	176,000	65%	90,329	27%
FICA/Medicare	104,280	23,615	11,292	-	139,188	200,655	69%	128,155	9%
Insurance	447,553	93,511	35,325	-	576,390	983,077	59%	530,628	9%
Commodities	113,826	8,121	2,114	-	124,061	218,000	57%	111,019	12%
Postage	19,778	338	-	-	20,116	27,750	72%	18,554	8%
Utilities	75,007	-	7,767	-	82,774	118,800	70%	68,931	20%
Data Processing	104,024	7,000	-	-	111,024	196,880	56%	108,039	3%
Uniforms	1,642	-	-	-	1,642	2,800	59%	1,652	-1%
Building	115,840	-	-	-	115,840	158,600	73%	101,330	14%
Mileage	3,520	820	1,664	-	6,003	17,000	35%	2,894	107%
Vehicle	114,936	1,067	-	-	116,003	157,500	74%	121,478	-5%
Programs/Misc	78,941	59,768	3,359	-	142,068	222,250	64%	104,305	36%
Other Expenses	-	0	-	-	-	500	0%	-	0%
Illinois Grants	-	-	-	-	-	2	0%	-	0%
Safety Programs	1,565	-	-	-	1,565	19,000	8%	4,587	-66%
Professional Improvement	96,787	820	1,346	-	98,953	164,500	60%	29,633	234%
IMRF	164,522	37,495	22,810	-	224,827	319,991	70%	224,603	0%
General Assistance	-	1,978	-	-	1,978	82,800	2%	2,558	-23%
Emergency Assistance	-	77,574	-	-	77,574	176,100	44%	68,145	14%
Human Services	638,339	14,583	-	-	652,923	1,025,100	64%	687,612	-5%
Road Maintenance	-	-	210,590	-	210,590	915,000	23%	466,767	-55%
Capital Outlay	-	-	-	1,051,667	1,051,667	2,660,000	40%	223,839	370%
Contingency	17,401	259	-	-	17,660	61,000	29%	46,135	-62%
Transfer to Capital	1,330,000	-	-	-	1,330,000	2,660,000	50%	680,000	96%
Total	4,902,731	645,711	475,219	1,051,667	7,075,329	13,498,981	52%	5,565,874	27%
Budget	8,274,863	1,106,649	1,457,469	2,660,000	13,498,981				
Pct. Of Budget	59%	58%	33%	40%	52%				
SURPLUS (DEFICIT)	(848,181)	(10,215)	130,955	278,333	(449,108)	(3,274,081)		(1,222,177)	
BEGINNING Fund Balance	4,326,826	1,257,484	932,961	794,897	7,312,168				
ENDING Fund Balance	3,478,645	1,247,269	1,063,916	1,073,230	6,863,060				

SCHAUMBURG TOWNSHIP
Town Fund by Department
For the 9 Month(s) Ending November 30, 2023

75% of Year

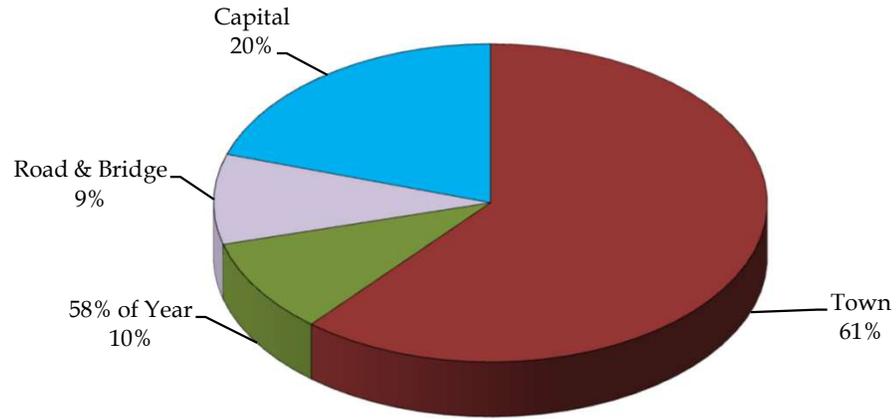
REVENUE	Admin	Assessor	Mental Health	Community Relations	Disability/Seniors	Transportation	Other	Human Services	Total	Budget	Pct. Of Budget
Property Taxes	3,478,464	-	-	-	-	-	-	-	3,478,464	5,400,000	64%
Replacement Taxes	236,944	-	-	-	-	-	-	-	236,944	210,000	113%
Interest	164,666	-	-	-	-	-	-	-	164,666	15,000	1098%
Rental	-	-	-	-	-	-	-	-	-	500	0%
Donations	-	-	-	-	14,412	-	-	-	14,412	6,500	222%
Charges for Services	-	-	-	-	51,982	3,652	104,430	-	160,064	181,000	88%
Transfers From Other Funds	-	-	-	-	-	-	-	-	-	-	n/a
Total	3,880,075	-	-	-	66,393	3,652	104,430	-	4,054,550	5,813,000	70%
Budget	5,625,000	-	-	-	76,500	14,000	97,500	-	5,813,000		
Pct. Of Budget	69%	n/a	n/a		87%	26%	107%	n/a	70%		
EXPENDITURES											
Officials	77,622	-	-	-	-	-	-	-	77,622	107,863	72%
Salaries and Expenses	444,085	147,616	-	-	327,305	379,878	-	-	1,298,884	2,046,500	63%
Audit & Legal	98,265	-	-	-	-	-	-	-	98,265	115,000	85%
FICA/Medicare	35,141	10,355	-	-	29,495	29,288	-	-	104,280	150,161	69%
Insurance	292,516	25,417	-	-	78,954	50,666	-	-	447,553	741,584	60%
Commodities	28,150	1,666	-	61,741	22,102	167	-	-	113,826	190,400	60%
Postage	12,451	263	-	-	7,023	40	-	-	19,778	26,250	75%
Utilities	75,007	-	-	-	-	-	-	-	75,007	105,000	71%
Data Processing	93,868	451	-	-	8,714	990	-	-	104,024	188,880	55%
Uniforms	765	-	-	-	-	877	-	-	1,642	2,800	59%
Building	115,491	-	-	-	-	349	-	-	115,840	158,600	73%
Mileage	2,897	-	-	-	623	-	-	-	3,520	10,500	34%
Vehicle	-	-	-	-	-	114,936	-	-	114,936	153,000	75%
Programs/Misc	17,676	-	-	-	61,264	-	-	-	78,941	145,000	54%
Safety Programs	1,028	-	-	537	-	-	-	-	1,565	19,000	8%
Professional Improvement	75,744	3,341	-	12,276	5,426	-	-	-	96,787	160,000	60%
IMRF	54,680	20,010	-	-	46,869	42,963	-	-	164,522	235,226	70%
Human Services	-	-	-	-	-	-	-	638,339	638,339	1,000,100	64%
Contract Services	13,780	-	-	-	-	1,227	-	-	15,007	55,500	27%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	n/a
Contingency	-	501	1,393	-	500	-	-	-	2,394	3,500	68%
Transfer to Capital	1,330,000	-	-	-	-	-	-	-	1,330,000	2,660,000	50%
Total	2,769,167	209,621	1,393	74,554	588,276	621,381	-	638,339	4,902,731	8,274,863	59%
Budget	5,004,599	311,703	2,000	131,000	937,097	888,365	-	1,000,100	8,274,863		
Pct. Of Budget	55%	67%	70%	57%	63%	70%	n/a	64%	59%		
SURPLUS (DEFICIT)	1,110,907	(209,621)	(1,393)	(74,554)	(521,883)	(617,729)	104,430	(638,339)	(848,181)	(2,461,863)	

SCHAUMBURG TOWNSHIP

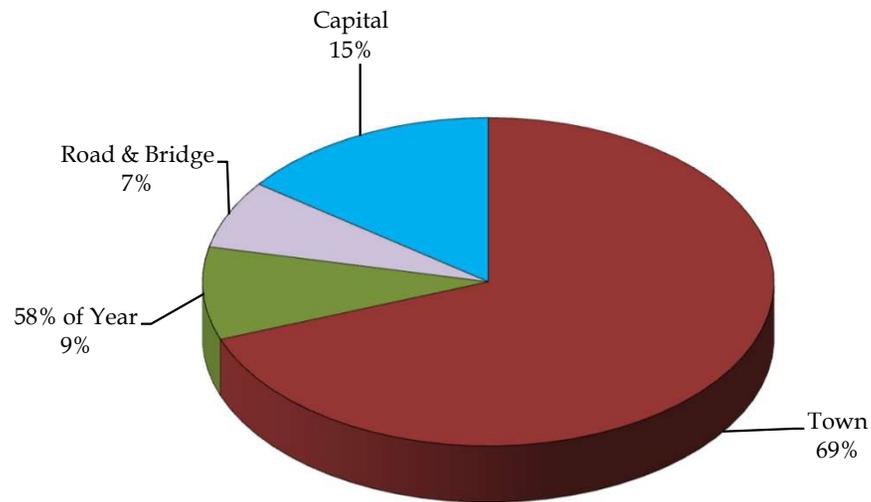
Fund Distribution Graphs

For the 9 Month(s) Ending November 30, 2023

Revenue - Fund Distribution



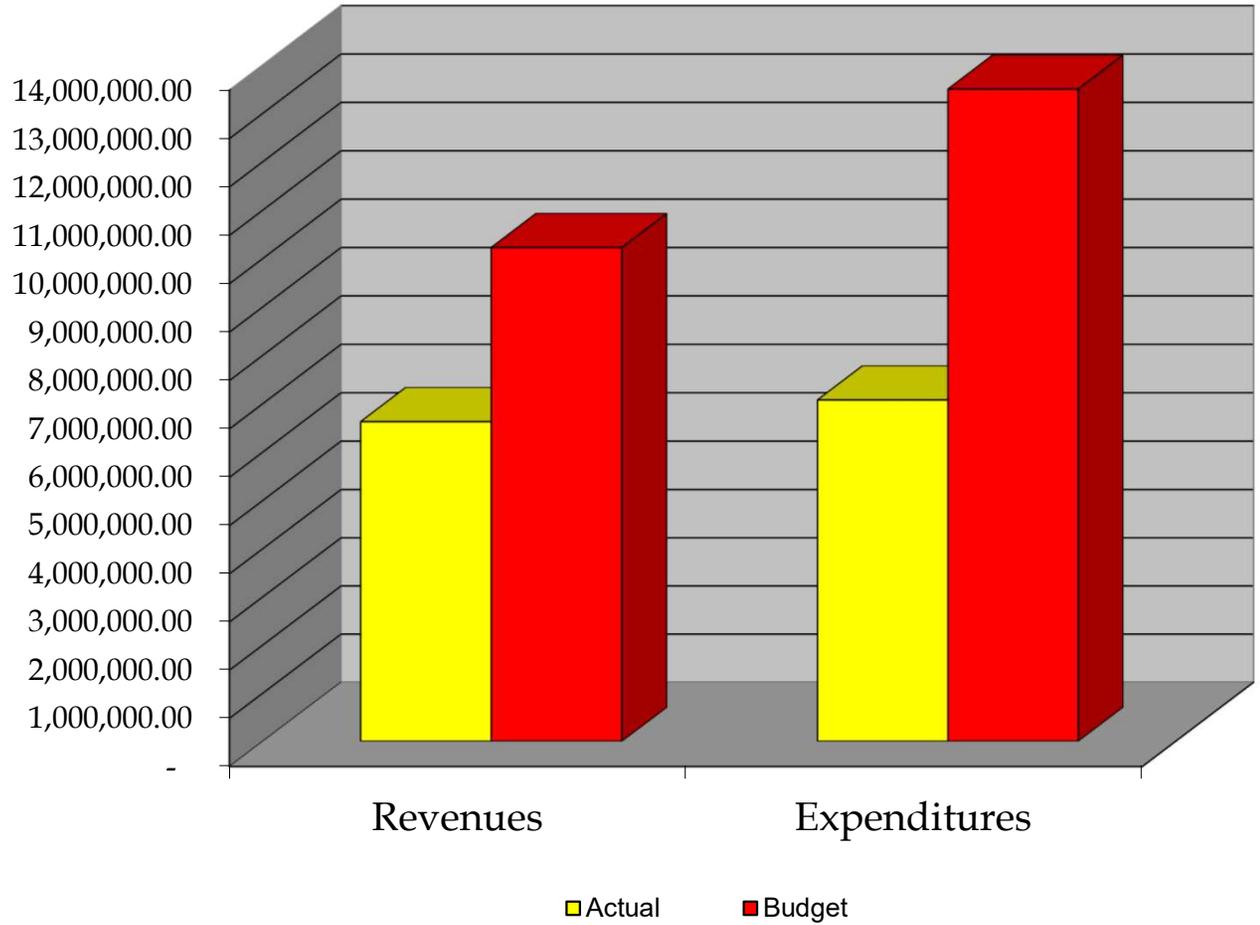
Expenditure - Fund Distribution



SCHAUMBURG TOWNSHIP

Budget vs. Actual

For the 9 Month(s) Ending November 30, 2023



SCHAUMBURG TOWNSHIP

Bank Accounts and Investments

For the 9 Month(s) Ending November 30, 2023

SCHAUMBURG TOWNSHIP

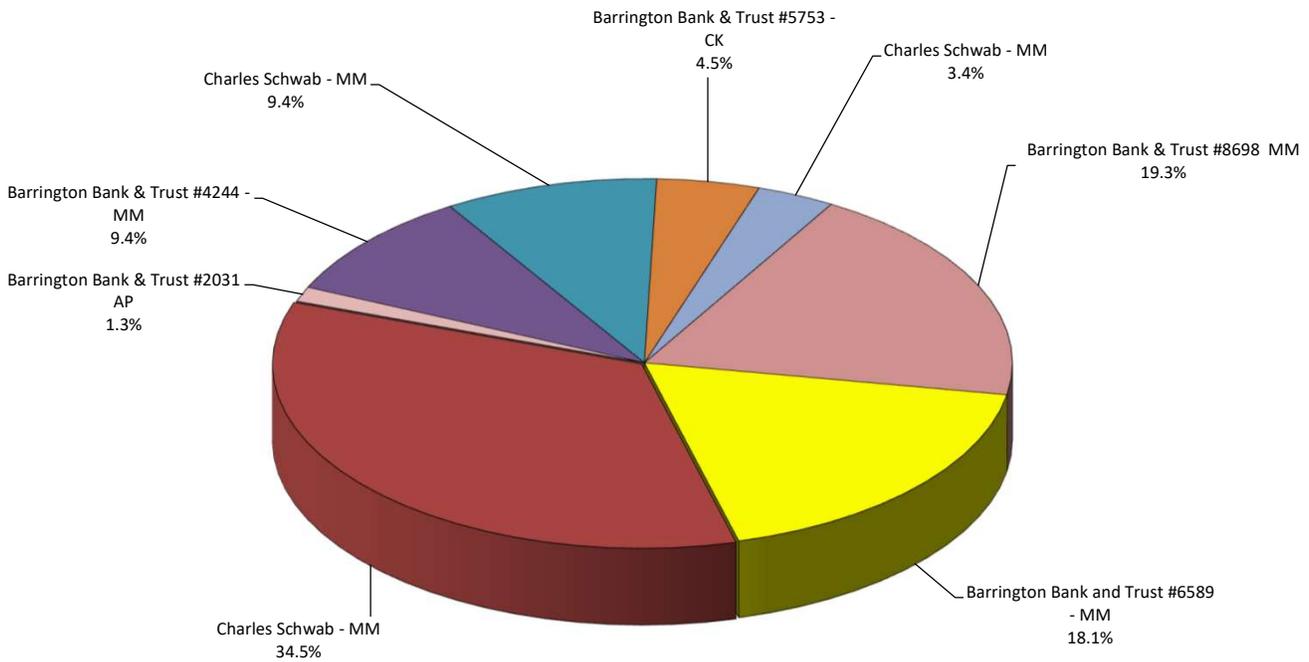
Bank Accounts & CD Rates

For the 9 Month(s) Ending November 30, 2023

75% of Year

Current Bank Balances and Rates

No.	Bank	Fund	Balance	Current Interest Rate
1	Barrington Bank and Trust #6589 - MM	Town	\$ 1,364,780.90	5.66%
2	Charles Schwab - MM	Town	\$ 2,602,872.84	Various
3	Barrington Bank & Trust #2031 AP	Town	\$ 97,900.43	n/a
4	Barrington Bank & Trust #4244 - MM	GA	\$ 711,243.30	5.66%
5	Charles Schwab - MM	GA	\$ 705,543.28	Various
6	Barrington Bank & Trust #5753 - CK	GA	\$ 339,658.28	n/a
7	Charles Schwab - MM	R&B	\$ 258,904.13	Various
8	Barrington Bank & Trust #8698 MM	R&B	\$ 1,454,892.09	5.66%
TOTAL			\$ 7,535,795.25	



SCHAUMBURG TOWNSHIP

Detailed Financial Statements

For the 9 Month(s) Ending November 30, 2023

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
10 · Town Fund - Revenue					
11R · Property Taxes					
1141012 · Property Tax Current Year	973,165.36	3,478,464.43	5,400,000.00	-1,921,535.57	64.42%
1142000 · Pers Property Replacement Taxes	0.00	236,943.71	210,000.00	26,943.71	112.83%
Total 11R · Property Taxes	<u>973,165.36</u>	<u>3,715,408.14</u>	<u>5,610,000.00</u>	<u>-1,894,591.86</u>	<u>66.23%</u>
12R · Interest Income					
1243010 · Interest Income INV Operations	4,662.91	172,013.92	15,000.00	157,013.92	1,146.76%
1243020 · Unrealized Gains/Loss	10,455.82	-7,347.46	0.00	-7,347.46	100.0%
Total 12R · Interest Income	<u>15,118.73</u>	<u>164,666.46</u>	<u>15,000.00</u>	<u>149,666.46</u>	<u>1,097.78%</u>
15R · Disability/Seniors					
1548050 · Donation Income	0.00	859.00	6,500.00	-5,641.00	13.22%
1548052 · ITAC Program Income	0.00	3,965.00	12,000.00	-8,035.00	33.04%
1548056 · LIHEAP Income	1,394.00	9,446.00	3,000.00	6,446.00	314.87%
1548062 · Grant Funding	0.00	13,552.70	8,000.00	5,552.70	169.41%
1548065 · Event Program Fees	7,095.87	38,570.73	47,000.00	-8,429.27	82.07%
Total 15R · Disabled/Seniors	<u>8,489.87</u>	<u>66,393.43</u>	<u>76,500.00</u>	<u>-10,106.57</u>	<u>86.79%</u>
17R · Transportation					
1748062 · Bus Fare Donation Income	0.00	3,652.00	14,000.00	-10,348.00	26.09%
Total 17R · Transportation	<u>0.00</u>	<u>3,652.00</u>	<u>14,000.00</u>	<u>-10,348.00</u>	<u>26.09%</u>
19R · Other					
1944050 · Rent TWP Facilities	0.00	0.00	500.00	-500.00	0.0%
1948026 · Passport Income 2-1-08	8,615.94	106,130.73	95,000.00	11,130.73	111.72%
1948080 · Other Income	0.00	-1,700.76	2,000.00	-3,700.76	-85.04%
Total 19R · Other	<u>8,615.94</u>	<u>104,429.97</u>	<u>97,500.00</u>	<u>6,929.97</u>	<u>107.11%</u>
Total 10 · Town Fund - Revenue	<u>1,005,389.90</u>	<u>4,054,550.00</u>	<u>5,813,000.00</u>	<u>-1,758,450.00</u>	<u>69.75%</u>
Total Income	<u>1,005,389.90</u>	<u>4,054,550.00</u>	<u>5,813,000.00</u>	<u>-1,758,450.00</u>	<u>69.75%</u>
Gross Profit	<u>1,005,389.90</u>	<u>4,054,550.00</u>	<u>5,813,000.00</u>	<u>-1,758,450.00</u>	<u>69.75%</u>
Expense					
100 · Town Expenditures					
09OFF · Officials					
1111011 · Elected Officials Compensations	8,951.90	77,622.27	107,863.00	-30,240.73	71.96%
Total 09OFF · Officials	<u>8,951.90</u>	<u>77,622.27</u>	<u>107,863.00</u>	<u>-30,240.73</u>	<u>71.96%</u>
10ADMIN · Administration					
11ADMIN · Administration Expenses Salaries					
1111110 · Salaries - Town Admin	42,006.02	435,979.55	700,000.00	-264,020.45	62.28%
Total 11ADMIN · Administration Expenses Salaries	<u>42,006.02</u>	<u>435,979.55</u>	<u>700,000.00</u>	<u>-264,020.45</u>	<u>62.28%</u>
12ADMIN · Employee Expenses					
1221053 · Human Resources Consulting	105.00	916.39	12,500.00	-11,583.61	7.33%
1222010 · Cafeteria Plan Administrations	0.00	0.00	1,500.00	-1,500.00	0.0%
1261014 · Employee Screening - Admin	731.93	7,188.65	4,000.00	3,188.65	179.72%
Total 12ADMIN · Employee Expenses	<u>836.93</u>	<u>8,105.04</u>	<u>18,000.00</u>	<u>-9,894.96</u>	<u>45.03%</u>
14ADMIN · Auditing					
1421010 · Legal Services	1,903.50	28,136.47	25,000.00	3,136.47	112.55%
1421020 · Auditing	0.00	13,125.00	15,000.00	-1,875.00	87.5%
1421030 · Accounting Services	6,109.00	57,003.13	75,000.00	-17,996.87	76.0%
Total 14ADMIN · Auditing	<u>8,012.50</u>	<u>98,264.60</u>	<u>115,000.00</u>	<u>-16,735.40</u>	<u>85.45%</u>
15ADMIN · Insurance					
1524000 · State Unemployment Insurance	352.82	5,704.27	2,500.00	3,204.27	228.17%
1524010 · Worker's Compensation Insurance	0.00	21,191.00	40,000.00	-18,809.00	52.98%
1524020 · Property/ Casualty Insurance	0.00	55,517.50	155,000.00	-99,482.50	35.82%
1524030 · Health/ Dental Insurance	18,784.96	202,428.38	319,725.00	-117,296.62	63.31%
1524035 · Life/ Disability Insurance	2,279.18	7,674.97	6,835.50	839.47	112.28%
1524040 · Medicare Insurance	790.02	6,889.45	11,025.00	-4,135.55	62.49%
1524041 · Fed Ins Contrbtn Act (FICA)	3,211.63	28,251.92	39,690.00	-11,438.08	71.18%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 15ADMIN · Insurance	25,418.61	327,657.49	574,775.50	-247,118.01	57.01%
17ADMIN · Commodities					
1731010 · Office Supplies	3,164.23	12,979.17	20,000.00	-7,020.83	64.9%
1731012 · Office Printer & Copier Paper	579.60	4,774.18	10,000.00	-5,225.82	47.74%
1732000 · Office Equipment/Furnishings	1,598.13	10,396.97	15,000.00	-4,603.03	69.31%
Total 17ADMIN · Commodities	5,341.96	28,150.32	45,000.00	-16,849.68	62.56%
19ADMIN · Postage					
1935010 · Postage	-227.61	12,451.23	15,000.00	-2,548.77	83.01%
Total 19ADMIN · Postage	-227.61	12,451.23	15,000.00	-2,548.77	83.01%
21ADMIN · Utilities					
1141020 · Electric	5,922.28	50,483.51	60,000.00	-9,516.49	84.14%
1141030 · Water	440.26	8,341.52	10,000.00	-1,658.48	83.42%
1336010 · Telephone	2,426.59	16,181.86	35,000.00	-18,818.14	46.23%
Total 21ADMIN · Utilities	8,789.13	75,006.89	105,000.00	-29,993.11	71.44%
23ADMIN · Data Processing					
133009 · Web Support	134.95	2,013.02	15,000.00	-12,986.98	13.42%
1333010 · Internet Service	1,019.17	10,873.88	3,200.00	7,673.88	339.81%
1333014 · IT Equipment, Software & Support	9,432.25	80,981.20	150,000.00	-69,018.80	53.99%
Total 23ADMIN · Data Processing	10,586.37	93,868.10	168,200.00	-74,331.90	55.81%
25ADMIN · Uniforms					
1542000 · Uniform Clothing Expense	-1,786.41	765.16	1,600.00	-834.84	47.82%
Total 25ADMIN · Uniforms	-1,786.41	765.16	1,600.00	-834.84	47.82%
27ADMIN · Building Expenses					
1742010 · Scavenger Service	873.50	6,450.69	7,000.00	-549.31	92.15%
1742020 · Fire/ Security System	-445.00	6,293.50	8,300.00	-2,006.50	75.83%
1742030 · Maintenance Equipment	1,822.90	16,622.30	15,000.00	1,622.30	110.82%
1742041 · Maintenance Contracts	14,397.92	74,806.77	86,000.00	-11,193.23	86.99%
1742042 · Building Repairs	472.00	11,317.25	40,000.00	-28,682.75	28.29%
Total 27ADMIN · Building Expenses	17,121.32	115,490.51	156,300.00	-40,809.49	73.89%
29ADMIN · Mileage					
1550110 · Travel	411.88	2,897.04	5,000.00	-2,102.96	57.94%
Total 29ADMIN · Mileage	411.88	2,897.04	5,000.00	-2,102.96	57.94%
31ADMIN · Vehicle Repair					
1151010 · Fuel & Auto Repair	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 31ADMIN · Vehicle Repair	0.00	0.00	5,000.00	-5,000.00	0.0%
33ADMIN · Misc					
1361012 · Special Events Miscellaneous	2,764.90	18,317.41	35,000.00	-16,682.59	52.34%
1361015 · Veterans Recognition Expenses	54.45	-641.10	15,000.00	-15,641.10	-4.27%
1365100 · Transfer to Capital	0.00	1,330,000.00	2,660,000.00	-1,330,000.00	50.0%
Total 33ADMIN · Misc	2,819.35	1,347,676.31	2,710,000.00	-1,362,323.69	49.73%
35ADMIN · Programs					
1561015 · Safety Programs	168.00	778.27	5,000.00	-4,221.73	15.57%
1561100 · Special Accomdtn's/Translation Serv	0.00	250.00	14,000.00	-13,750.00	1.79%
Total 35ADMIN · Programs	168.00	1,028.27	19,000.00	-17,971.73	5.41%
37ADMIN · Professional Improvement					
1762011 · Prof Imprv Town Other	10,332.00	75,744.14	132,000.00	-56,255.86	57.38%
Total 37ADMIN · Professional Improvement	10,332.00	75,744.14	132,000.00	-56,255.86	57.38%
39ADMIN · Pension					
1921075 · IMRF Expense	3,769.24	54,680.30	76,860.00	-22,179.70	71.14%
Total 39ADMIN · Pension	3,769.24	54,680.30	76,860.00	-22,179.70	71.14%
99ADMIN · Contingency					
1699900 · Contingency	-4,477.50	13,779.94	50,000.00	-36,220.06	27.56%
Total 99ADMIN · Contingency	-4,477.50	13,779.94	50,000.00	-36,220.06	27.56%
Total 10ADMIN · Administration	129,121.79	2,691,544.89	4,896,735.50	-2,205,190.61	54.97%
20ASSES · Assessor					

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
21ASSES · Salaries					
1212010 · Salaries - Assessor	18,160.39	147,616.26	216,000.00	-68,383.74	68.34%
Total 21ASSES · Salaries	<u>18,160.39</u>	<u>147,616.26</u>	<u>216,000.00</u>	<u>-68,383.74</u>	<u>68.34%</u>
22ASSES · Data Processing					
1233014 · Computer Maintenance County	0.00	451.25	1,200.00	-748.75	37.6%
Total 22ASSES · Data Processing	<u>0.00</u>	<u>451.25</u>	<u>1,200.00</u>	<u>-748.75</u>	<u>37.6%</u>
25ASSES · Mileage					
1550121 · Transportation/ Mileage Asses	0.00	0.00	1,500.00	-1,500.00	0.0%
Total 25ASSES · Mileage	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>-1,500.00</u>	<u>0.0%</u>
26ASSES · Professional Improvement					
1662011 · Professional Imprv Assessor	564.48	3,341.32	8,000.00	-4,658.68	41.77%
Total 26ASSES · Professional Improvement	<u>564.48</u>	<u>3,341.32</u>	<u>8,000.00</u>	<u>-4,658.68</u>	<u>41.77%</u>
27ASSES · Commodities					
1431010 · Office Supplies	49.40	1,665.85	2,000.00	-334.15	83.29%
1432010 · Office Equipment	0.00	0.00	1,000.00	-1,000.00	0.0%
1534010 · Printing/ Publishing	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 27ASSES · Commodities	<u>49.40</u>	<u>1,665.85</u>	<u>4,000.00</u>	<u>-2,334.15</u>	<u>41.65%</u>
28ASSES · Contingency					
1799900 · Contingency	0.00	500.60	500.00	0.60	100.12%
Total 28ASSES · Contingency	<u>0.00</u>	<u>500.60</u>	<u>500.00</u>	<u>0.60</u>	<u>100.12%</u>
29ASSES · Postage					
1835010 · Postage	4.02	263.49	1,000.00	-736.51	26.35%
Total 29ASSES · Postage	<u>4.02</u>	<u>263.49</u>	<u>1,000.00</u>	<u>-736.51</u>	<u>26.35%</u>
34ASSES · Benefits					
1514030 · Health/Dental Insurance	1,943.27	20,940.87	33,075.00	-12,134.13	63.31%
1514035 · Life/Disability Insurance	955.79	3,218.54	2,866.50	352.04	112.28%
1514037 · IMRF Expense	1,379.34	20,010.17	28,126.80	-8,116.63	71.14%
1514038 · Medicare Insurance	197.50	1,722.36	2,756.25	-1,033.89	62.49%
1514041 · FICA	981.33	8,632.53	12,127.50	-3,494.97	71.18%
1514042 · Unemployment	77.80	1,257.79	551.25	706.54	228.17%
Total 34ASSES · BENEFITS	<u>5,535.03</u>	<u>55,782.26</u>	<u>79,503.30</u>	<u>-23,721.04</u>	<u>70.16%</u>
Total 20ASSES · Assessor	<u>24,313.32</u>	<u>209,621.03</u>	<u>311,703.30</u>	<u>-102,082.27</u>	<u>67.25%</u>
30MENTH · Mental Health					
39MENTH · Contingency					
1899900 · Mental Health Board	30.00	1,393.14	2,000.00	-606.86	69.66%
Total 39MENTH · Contingency	<u>30.00</u>	<u>1,393.14</u>	<u>2,000.00</u>	<u>-606.86</u>	<u>69.66%</u>
Total 30MENTH · Mental Health	<u>30.00</u>	<u>1,393.14</u>	<u>2,000.00</u>	<u>-606.86</u>	<u>69.66%</u>
40COMR · Community Relations					
41COMR · Commodities					
1734010 · Town Crier	800.00	58,721.18	110,000.00	-51,278.82	53.38%
1734011 · Printing	2,523.20	3,019.54	5,000.00	-1,980.46	60.39%
Total 41COMR · Commodities	<u>3,323.20</u>	<u>61,740.72</u>	<u>115,000.00</u>	<u>-53,259.28</u>	<u>53.69%</u>
42COMR · Misc					
1362020 · Subscriptions	0.00	537.00	3,000.00	-2,463.00	17.9%
Total 42COMR · Misc	<u>0.00</u>	<u>537.00</u>	<u>3,000.00</u>	<u>-2,463.00</u>	<u>17.9%</u>
43COMR · Community Outreach					
1762020 · Public Relations	-1,175.00	12,276.00	13,000.00	-724.00	94.43%
Total 43COMR · Community Outreach	<u>-1,175.00</u>	<u>12,276.00</u>	<u>13,000.00</u>	<u>-724.00</u>	<u>94.43%</u>
Total 43COMR · Community Relations	<u>2,148.20</u>	<u>74,553.72</u>	<u>131,000.00</u>	<u>-56,446.28</u>	<u>56.91%</u>

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
50DISAB · Disability/Senior Services					
19DISAB/SEN · Contingency					
1999900 · Contingency	499.99	499.99	1,000.00	-500.01	50.0%
Total 19DISAB/SEN · Contingency	499.99	499.99	1,000.00	-500.01	50.0%
29DISAB/SEN · Mileage					
1950140 · Transportation/ Mileage	0.00	622.83	4,000.00	-3,377.17	15.57%
Total 29DISAB/SEN · Mileage	0.00	622.83	4,000.00	-3,377.17	15.57%
33DISAB/SEN · Misc					
1361010 · Program Expenses	9,101.22	56,509.32	80,000.00	-23,490.68	70.64%
1361011 · Client Assistance	0.00	0.00	4,000.00	-4,000.00	0.0%
1361200 · Interpreting Services	325.00	4,755.00	8,000.00	-3,245.00	59.44%
Total 33DISAB/SEN · Misc	9,426.22	61,264.32	92,000.00	-30,735.68	66.59%
51DISAB/SEN · Salaries					
1114110 · Salaries - Disability	40,823.47	327,305.39	560,000.00	-232,694.61	58.45%
Total 51DISAB/SEN · Salaries	40,823.47	327,305.39	560,000.00	-232,694.61	58.45%
53DISAB/SEN · Software					
1433017 · Software	0.00	8,714.36	15,000.00	-6,285.64	58.1%
Total 53DISAB/SEN · Software	0.00	8,714.36	15,000.00	-6,285.64	58.1%
54DISAB/SEN · Benefits					
1114030 · Health/Dental Insurance	6,218.47	67,010.77	105,840.00	-38,829.23	63.31%
1114035 · Life/Disability Insurance	2,426.23	8,170.13	7,276.50	893.63	112.28%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	November	YTD	Budget	\$ Over Budget	% of Budget
1114037 · IMRF Expense	3,230.77	46,868.83	65,880.00	-19,011.17	71.14%
1114038 · Medicare Insurance	592.52	5,167.09	8,268.75	-3,101.66	62.49%
1114041 · FICA	2,765.56	24,328.04	34,177.50	-9,849.46	71.18%
1114042 · Unemployment	233.40	3,773.38	1,653.75	2,119.63	228.17%
Total 54DISAB/SEN · BENEFITS	15,466.95	155,318.24	223,096.50	-67,778.26	69.62%
56DISAB/SEN · Professional Improvement					
1662010 · Professional Imprv	0.00	5,425.59	7,000.00	-1,574.41	77.51%
Total 56DISAB/SEN · Professional Improvement	0.00	5,425.59	7,000.00	-1,574.41	77.51%
57DISAB/SEN · Commodities					
1531010 · Office Supplies	8.12	912.29	1,000.00	-87.71	91.23%
1634010 · Printing/ Publishing	4,174.81	21,189.49	24,000.00	-2,810.51	88.29%
Total 57DISAB/SEN · Commodities	4,182.93	22,101.78	25,000.00	-2,898.22	88.41%
59DISAB/SEN · Postage					
1635010 · Postage	3,423.81	7,023.44	10,000.00	-2,976.56	70.23%
Total 59DISAB/SEN · Postage	3,423.81	7,023.44	10,000.00	-2,976.56	70.23%
Total 50DISAB/SEN · Disability Senior Services	73,823.37	588,275.94	937,096.50	-348,820.56	62.78%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
65TRANS · Transportation					
12TRANS · Employee Expense					
1261040 · Employee Screening	0.00	1,574.00	2,500.00	-926.00	62.96%
Total 12TRANS · Employee Expense	0.00	1,574.00	2,500.00	-926.00	62.96%
15TRANS · Salaries					
1514010 · Salaries - Transportation	43,313.65	378,303.93	550,000.00	-171,696.07	68.78%
Total 15TRANS · Salaries	43,313.65	378,303.93	550,000.00	-171,696.07	68.78%
19TRANS · Mileage					
1950150 · Transportation Mileage	0.00	0.00	800.00	-800.00	0.0%
1962011 · Professional Improvement Trans	349.35	349.35	1,500.00	-1,150.65	23.29%
Total 19TRANS · Mileage	349.35	349.35	2,300.00	-1,950.65	15.19%
53TRANS · Vehicle					
1351010 · Fuel	4,432.68	42,022.44	75,000.00	-32,977.56	56.03%
1351011 · Bus Maintenance & Supplies	6,419.76	71,756.18	70,000.00	1,756.18	102.51%
1351020 · Communications	135.24	1,157.00	2,000.00	-843.00	57.85%
Total 53TRANS · Vehicle	10,987.68	114,935.62	147,000.00	-32,064.38	78.19%
58TRANS · Benefits					
1584030 · Health/Dental Insurance	3,627.44	39,089.62	61,740.00	-22,650.38	63.31%
1584035 · Life/Disability Insurance	2,242.42	7,551.18	6,725.25	825.93	112.28%
1584037 · IMRF Expense	2,961.54	42,963.10	60,390.00	-17,426.90	71.14%
1584038 · Medicare Insurance	568.81	4,960.40	7,938.00	-2,977.60	62.49%
1584041 · FICA	2,765.56	24,328.04	34,177.50	-9,849.46	71.18%
1584042 · Unemployment	248.96	4,024.94	1,764.00	2,260.94	228.17%
Total 58TRANS · BENEFITS	12,414.73	122,917.28	172,734.75	-49,817.47	71.16%
59TRANS · Contingency					
1999910 · Contingency	12.47	1,227.47	5,500.00	-4,272.53	22.32%
Total 59TRANS · Contingency	12.47	1,227.47	5,500.00	-4,272.53	22.32%
61TRANS · Commodities					
1131010 · Office Supplies	72.15	166.92	400.00	-233.08	41.73%
1132010 · Equipment	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 61TRANS · Commodities	72.15	166.92	1,400.00	-1,233.08	11.92%
62TRANS · Uniform					
1242000 · Uniform Expense	0.00	876.50	1,200.00	-323.50	73.04%
Total 62TRANS · Uniform	0.00	876.50	1,200.00	-323.50	73.04%
63TRANS · Data Processing					
1333017 · Transportation Software	0.00	990.00	5,480.00	-4,490.00	18.07%
Total 63TRANS · Data Processing	0.00	990.00	5,480.00	-4,490.00	18.07%
69TRANS · Postage					
6935011 · Postage	36.54	39.63	250.00	-210.37	15.85%
Total 69TRANS · Postage	36.54	39.63	250.00	-210.37	15.85%
Total 65TRANS · Transportation	67,186.57	621,380.70	888,364.75	-266,984.05	69.95%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Town Fund**

	November	YTD	Budget	\$ Over Budget	% of Budget
91HUMAN · Human Services					
1193010 · Kenneth W Young Centers	10,416.00	83,328.00	125,000.00	-41,672.00	66.66%
1193020 · Boys and Girls Club	0.00	0.00	15,000.00	-15,000.00	0.0%
1193040 · Life Span Dometic Violence	1,666.67	12,916.69	20,000.00	-7,083.31	64.58%
1193041 · Life Span Advocacy Outreach	0.00	5,000.00	5,000.00	0.00	100.0%
1193050 · Alexian/ Share Substance Abuse	4,166.67	33,333.36	50,000.00	-16,666.64	66.67%
1193070 · Northwest Casa	2,083.33	22,304.31	25,000.00	-2,695.69	89.22%
1194010 · Shelter, Inc	0.00	6,000.00	6,000.00	0.00	100.0%
1194030 · The Harbour	0.00	5,000.00	5,000.00	0.00	100.0%
1194040 · Childrens Advocacy Center	916.66	52,033.28	11,000.00	41,033.28	473.03%
1194050 · Kenneth Young	44,700.00	281,800.00	550,000.00	-268,200.00	51.24%
1194070 · The Bridge	0.00	5,000.00	5,000.00	0.00	100.0%
1195010 · Clearbrook Center	2,100.00	14,700.00	25,200.00	-10,500.00	58.33%
1195012 · Partners In Adult Learning	0.00	1,000.00	1,000.00	0.00	100.0%
1195030 · Resources For Community Living	0.00	1,000.00	1,000.00	0.00	100.0%
1195040 · Little City Frmrlly Countryside	1,083.00	7,585.00	13,000.00	-5,415.00	58.35%
1195080 · Hands On Suburban Chicago	0.00	1,000.00	1,000.00	0.00	100.0%
1195081 · Center For Enriched Living	0.00	1,000.00	1,000.00	0.00	100.0%
1196020 · RSVP	0.00	3,400.00	3,400.00	0.00	100.0%
1196021 · Connections to Care	0.00	3,500.00	3,500.00	0.00	100.0%
1198000 · Wings Program	2,500.00	10,000.00	15,000.00	-5,000.00	66.67%
1198010 · Suburban Primary Health Care	0.00	8,000.00	8,000.00	0.00	100.0%
1198011 · Connections of Illinois Inc	0.00	7,000.00	7,000.00	0.00	100.0%
1198020 · Northwest Compass	0.00	5,000.00	5,000.00	0.00	100.0%
1198036 · Journeys The Road Home	0.00	10,000.00	10,000.00	0.00	100.0%
1198040 · Schaumburg Child & Fam Center	1,083.33	7,583.31	13,000.00	-5,416.69	58.33%
1198070 · Fellowship Housing	0.00	5,000.00	5,000.00	0.00	100.0%
1198071 · Community Resource Nurse	4,032.00	36,355.46	59,000.00	-22,644.54	61.62%
1198072 · Employment Assistance	0.00	0.00	2,500.00	-2,500.00	0.0%
1198073 · NWSRA	0.00	2,000.00	2,000.00	0.00	100.0%
1198074 · JCFS Chicago	0.00	1,500.00	1,500.00	0.00	100.0%
1198075 · Family Forward	0.00	6,000.00	6,000.00	0.00	100.0%
Total 91HUMAN · Human Services	74,747.66	638,339.41	1,000,100.00	-361,760.59	63.83%
Total 100 · Town Expenditures	380,322.81	4,902,731.10	8,274,863.05	-3,372,131.95	59.25%
Total Expense	380,322.81	4,902,731.10	8,274,863.05	-3,372,131.95	59.25%
Net Income	625,067.09	-848,181.10	-2,461,863.05	1,613,681.95	34.45%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Welfare Services Fund**

	November	YTD	Budget	\$ Over Budget	% of Budget
Income					
20 · General Assistance Fund - Rev					
20R · Property Taxes					
2141012 · Property Taxes Current Year	161,027.82	567,534.69	820,000.00	-252,465.31	69.21%
Total 20R · Property Taxes	161,027.82	567,534.69	820,000.00	-252,465.31	69.21%
21R · Interest Income					
2143010 · Interest Income Investments	2,974.17	43,327.77	1,500.00	41,827.77	2,888.52%
2143020 · Unrealized Gains/Loss	1,551.45	-4,079.87	0.00	-4,079.87	100.0%
Total 21R · Interest Income	2,974.17	39,247.90	1,500.00	37,747.90	2,616.53%
23R · Other Income					
2948080 · Other Income	0.00	-0.01	1,000.00	-1,000.01	-0.0%
Total 22R · Other Income	0.00	-0.01	1,000.00	-1,000.01	-0.0%
23R · Donations					
2348040 · G A Donations Received	0.00	9,930.00	70,000.00	-60,070.00	14.19%
2348046 · GA Liheap Income	731.00	8,527.00	8,000.00	527.00	106.59%
2348048 · GA Grant Income	225.60	2,225.60	1,000.00	1,225.60	222.56%
2348075 · GA SSI Reimbursements	0.00	8,031.27	1,000.00	7,031.27	803.13%
Total 23R · Donations	956.60	28,713.87	80,000.00	-51,286.13	35.89%
Total 20 · General Assistance Fund - Rev	164,958.59	635,496.45	902,500.00	-267,003.55	70.42%
Total Income	164,958.59	635,496.45	902,500.00	-267,003.55	70.42%
Gross Profit	164,958.59	635,496.45	902,500.00	-267,003.55	70.42%
Expense					
201 · General Assistance Expenditures					
11MEDIC · Medicare Expense					
2124040 · Medicare	458.21	3,995.88	6,394.50	-2,398.62	62.49%
2124041 · Fed Ins Contrbn Acct (FICA)	2,230.30	19,619.39	27,562.50	-7,943.11	71.18%
Total 11MEDIC · Medicare Expense	2,688.51	23,615.27	33,957.00	-10,341.73	69.55%
280GEN · General Assistance					
11GEN · General Assistance Expense Sala					
2114010 · Salaries - GA	42,646.06	318,760.70	480,000.00	-161,239.30	66.41%
Total 11GEN · General Assistance Expense Sala	42,646.06	318,760.70	480,000.00	-161,239.30	66.41%
12GEN · Employee Expense					
2261020 · Employee Screening - G.A.	0.00	0.00	200.00	-200.00	0.0%
2261021 · Client Screening - GAO	0.00	0.00	100.00	-100.00	0.0%
Total 12GEN · Employee Expense	0.00	0.00	300.00	-300.00	0.0%
14GEN · Auditing					
2421020 · Auditing	0.00	0.00	3,000.00	-3,000.00	0.0%
Total 14GEN · Auditing	0.00	0.00	3,000.00	-3,000.00	0.0%
15GEN · Insurance					
2524000 · State Unemployment Insurance	171.15	2,767.14	1,212.75	1,554.39	228.17%
2524030 · Health Dental Life Disblty Ins	8,420.84	90,743.75	143,325.00	-52,581.25	63.31%
2524050 · Catastrophic Ins For Home Relf	0.00	0.00	4,250.00	-4,250.00	0.0%
Total 15GEN · Insurance	8,591.99	93,510.89	148,787.75	-55,276.86	62.85%
17GEN · Commodities					
2831010 · Office Supplies	116.48	2,729.74	10,000.00	-7,270.26	27.3%
2832010 · Panty Equipment	98.80	5,391.44	5,000.00	391.44	107.83%
Total 17GEN · Commodities	215.28	8,121.18	15,000.00	-6,878.82	54.14%
19GEN · Postage					
2935010 · Postage	122.22	338.04	1,000.00	-661.96	33.8%
Total 19GEN · Postage	122.22	338.04	1,000.00	-661.96	33.8%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Welfare Services Fund**

	November	YTD	Budget	\$ Over Budget	% of Budget
23GEN · Data Processing					
2733017 · Data Proc Software & Maint	7,000.00	7,000.00	8,000.00	-1,000.00	87.5%
Total 23GEN · Data Processing	7,000.00	7,000.00	8,000.00	-1,000.00	87.5%
25GEN · Transportation/ Mileage					
2550110 · Transportation / Mileage	308.71	820.05	1,500.00	-679.95	54.67%
Total 25GEN · Transportation/ Mileage	308.71	820.05	1,500.00	-679.95	54.67%
31GEN · Vehicle Expense					
2851010 · Fuel	145.26	926.10	2,000.00	-1,073.90	46.31%
2851013 · New Vehicle	0.00	141.25	2,500.00	-2,358.75	5.65%
Total 31GEN · Vehicle Expense	145.26	1,067.35	4,500.00	-3,432.65	23.72%
37GEN · Professional Improvement					
2762010 · Professional Improvement	130.00	819.92	2,500.00	-1,680.08	32.8%
Total 37GEN · Professional Improvement	130.00	819.92	2,500.00	-1,680.08	32.8%
39GEN · Pension					
2021075 · IMRF Expense	2,584.61	37,495.06	52,704.00	-15,208.94	71.14%
Total 39GEN · Pension	2,584.61	37,495.06	52,704.00	-15,208.94	71.14%
53GEN · Other Expenses					
2321050 · General Assistance Appeal	0.00	0.00	500.00	-500.00	0.0%
2321051 · Contingency	94.32	259.23	1,000.00	-740.77	25.92%
Total 53GEN · Other Expenses	94.32	259.23	1,500.00	-1,240.77	17.28%
57GEN · Other Assistance					
2761010 · Special Assistance	12,589.03	59,768.05	70,000.00	-10,231.95	85.38%
Total 57GEN · Other Assistance	12,589.03	59,768.05	70,000.00	-10,231.95	85.38%
59GEN · General Assistance					
2970011 · Food	0.00	0.00	15,000.00	-15,000.00	0.0%
2970012 · Shelter	300.00	1,798.00	15,000.00	-13,202.00	11.99%
2970013 · Utilities	0.00	0.00	10,000.00	-10,000.00	0.0%
2970016 · Personal Essentials	0.00	0.00	4,800.00	-4,800.00	0.0%
2970017 · Prescriptions	0.00	0.00	5,000.00	-5,000.00	0.0%
2970018 · Medical Care	0.00	0.00	5,000.00	-5,000.00	0.0%
2970020 · Transportations	0.00	180.00	10,000.00	-9,820.00	1.8%
2970024 · Cobra Ins/ Med Supplies	0.00	0.00	8,000.00	-8,000.00	0.0%
2971000 · Hospitalization	0.00	0.00	6,000.00	-6,000.00	0.0%
2972000 · Burial Expenses	0.00	0.00	1,000.00	-1,000.00	0.0%
2973000 · Vocational Service	0.00	0.00	3,000.00	-3,000.00	0.0%
Total 59GEN · General Assistance	300.00	1,978.00	82,800.00	-80,822.00	2.39%
61GEN · Emergency Assistance					
2171012 · Shelter EA	9,600.00	61,186.73	100,000.00	-38,813.27	61.19%
2171013 · Utilities EA	0.00	16,387.18	75,000.00	-58,612.82	21.85%
2171017 · Prescription Other EA	0.00	0.00	1,000.00	-1,000.00	0.0%
2171026 · Transportation	0.00	0.00	100.00	-100.00	0.0%
Total 61GEN · Emergency Assistance	9,600.00	77,573.91	176,100.00	-98,526.09	44.05%
91GEN · Human Services					
2198017 · NW Comm Health Care Mob Dent	2,083.33	14,583.31	25,000.00	-10,416.69	58.33%
Total 91GEN · Human Services	2,083.33	14,583.31	25,000.00	-10,416.69	58.33%
Total 280GEN · General Assistance	86,410.81	622,095.69	1,072,691.75	-450,596.06	57.99%
Total 201 · General Assistance Expenditures	89,099.32	645,710.96	1,106,648.75	-460,937.79	58.35%
Total Expense	89,099.32	645,710.96	1,106,648.75	-460,937.79	58.35%
Net Income	75,859.27	-10,214.51	-204,148.75	193,934.24	5.0%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - R&B Fund**

7

	November	YTD	Budget	\$ Over Budget	% of Budget
Income					
30 · Road And Bridge Fund - Revenue					
30R · Property Taxes					
3041012 · Property Tax Current Year	99,138.65	514,963.80	810,000.00	-295,036.20	63.58%
3042000 · Personal Prop Replcmnt Tax	0.00	29,331.51	35,000.00	-5,668.49	83.8%
Total 30R · Property Taxes	99,138.65	544,295.31	845,000.00	-300,704.69	64.41%
31R · Other					
3048060 · Traffic Violations Fines	0.00	120.23	500.00	-379.77	24.05%
3048070 · Driveway Permit Income	0.00	125.22	200.00	-74.78	62.61%
3948080 · Other Income	0.00	0.00	2,000.00	-2,000.00	0.0%
Total 31R · Other	0.00	245.45	2,700.00	-2,454.55	9.09%
38R · Interest Income					
3843010 · Interest Income	6,530.68	62,286.58	1,700.00	60,586.58	3,663.92%
3843030 · Unrealized Gains/Loss	778.70	-653.41	0.00	-653.41	100.0%
Total 38R · Interest Income	7,309.38	61,633.17	1,700.00	59,933.17	3,625.48%
Total 30 · Road And Bridge Fund - Revenue	106,448.03	606,173.93	849,400.00	-243,226.07	71.37%
Total Income	106,448.03	606,173.93	849,400.00	-243,226.07	71.37%
Gross Profit	106,448.03	606,173.93	849,400.00	-243,226.07	71.37%
Expense					
301 · Road And Bridge Expenditures					
15ROAD · Medicare					
3224040 · Medicare	395.01	3,444.72	5,512.50	-2,067.78	62.49%
3224041 · Social Security FICA	892.12	7,847.76	11,025.00	-3,177.24	71.18%
Total 15ROAD · Medicare	1,287.13	11,292.48	16,537.50	-5,245.02	68.28%
90ROADB · Road And Bridge					
10ROADB · Utilities					
3036010 · Telephone R & B	340.05	4,024.88	5,000.00	-975.12	80.5%
3041010 · Gas Utilities	59.43	644.49	3,000.00	-2,355.51	21.48%
3041022 · Electric Utilities	0.00	1,937.59	3,800.00	-1,862.41	50.99%
3041030 · Water Utilities	148.51	1,160.06	2,000.00	-839.94	58.0%
Total 10ROADB · Utilities	547.99	7,767.02	13,800.00	-6,032.98	56.28%
11ROADB · Salaries					
3411014 · Highway Commissioner	0.00	3,912.08	9,012.50	-5,100.42	43.41%
3419110 · Salaries R&B	16,265.93	158,207.06	292,000.00	-133,792.94	54.18%
Total 11ROADB · Salaries	16,265.93	162,119.14	301,012.50	-138,893.36	53.86%
14ROADB · Contractual					
3421010 · Legal Services	186.00	5,675.33	30,000.00	-24,324.67	18.92%
3421020 · Auditing	0.00	0.00	4,000.00	-4,000.00	0.0%
3421030 · Bonding	0.00	0.00	4,000.00	-4,000.00	0.0%
3421040 · Engineering	0.00	11,156.92	20,000.00	-8,843.08	55.79%
Total 14ROADB · Contractual	186.00	16,832.25	58,000.00	-41,167.75	29.02%
15ROADB · Insurance					
3524000 · State Unemployment Insurance	31.12	503.12	220.50	282.62	228.17%
3524010 · Workers Compensation Ins	0.00	0.00	13,230.00	-13,230.00	0.0%
3524020 · Property & Casualty Ins	0.00	0.00	24,255.00	-24,255.00	0.0%
3524030 · Health/ Dental/ Life/ Dsblty	3,231.44	34,822.30	55,000.00	-20,177.70	63.31%
Total 15ROADB · Insurance	3,262.56	35,325.42	92,705.50	-57,380.08	38.11%
17ROADB · Commodities					
3722012 · Bank Charges And Fees	0.00	120.00	100.00	20.00	120.0%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - R&B Fund**

7

	November	YTD	Budget	\$ Over Budget	% of Budget
3731010 · Office Supplies R&B	0.00	287.25	1,500.00	-1,212.75	19.15%
3732010 · Office Equipment	0.00	1,706.99	2,000.00	-293.01	85.35%
3732020 · Office Furniture	0.00	0.00	4,000.00	-4,000.00	0.0%
3734010 · Printing/ Publishing	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 17ROADB · Commodities	0.00	2,114.24	12,600.00	-10,485.76	16.78%
19ROADB · Postage					
3935010 · Postage	0.00	0.00	500.00	-500.00	0.0%
Total 19ROADB · Postage	0.00	0.00	500.00	-500.00	0.0%
29ROADB · Mileage					
3950170 · Transportation/ Mileage	0.00	1,663.56	5,000.00	-3,336.44	33.27%
Total 29ROADB · Mileage	0.00	1,663.56	5,000.00	-3,336.44	33.27%
32ROADB · Contingency					
3299900 · Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 32ROADB · Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%
33ROADB · Other					
3442020 · Security System	432.50	1,112.93	3,250.00	-2,137.07	34.24%
3461012 · Special Events - Misc	0.00	2,246.47	3,000.00	-753.53	74.88%
3461013 · Sunshine Fund Expenses	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 33ROADB · Other	432.50	3,359.40	7,250.00	-3,890.60	46.34%
34ROADB · Illinios Grants					
3887100 · Grant Street Repairs	0.00	0.00	1.00	-1.00	0.0%
3887200 · Grant Road Improvmnt	0.00	0.00	1.00	-1.00	0.0%
Total 34ROADB · Illinios Grants	0.00	0.00	2.00	-2.00	0.0%
37ROADB · Professional Improvement					
3662010 · Professional Improvement R&B	0.00	1,345.97	2,000.00	-654.03	67.3%
Total 37ROADB · Professional Improvement	0.00	1,345.97	2,000.00	-654.03	67.3%
39ROADB · Pension					
3321075 · IMRF Expense	1,572.31	22,809.50	32,061.60	-9,252.10	71.14%
Total 39ROADB · Pension	1,572.31	22,809.50	32,061.60	-9,252.10	71.14%
75ROADB · Road Maintenance					
3581010 · Contract Work	11,875.00	182,081.30	400,000.00	-217,918.70	45.52%
3581020 · Rental Machinery	0.00	0.00	10,000.00	-10,000.00	0.0%
3581030 · Materials & Supplies	636.30	11,566.28	55,000.00	-43,433.72	21.03%
3581040 · Gas & Oil	0.00	4,406.01	7,000.00	-2,593.99	62.94%
3581050 · Refuse Disposal	0.00	0.00	1,000.00	-1,000.00	0.0%
3581060 · Tools & Supplies	0.00	1,425.55	6,000.00	-4,574.45	23.76%
3582000 · Personal Saftey Equipment	0.00	35.98	6,000.00	-5,964.02	0.6%
3582010 · Personnel Testing	0.00	0.00	1,000.00	-1,000.00	0.0%
3583010 · Snow & Ice Control - Contract	0.00	0.00	10,000.00	-10,000.00	0.0%
3583020 · Snow & Ice Control MATR/ SUPPL	4,691.84	4,691.84	35,000.00	-30,308.16	13.41%
3584000 · Street Lights	258.63	2,049.96	4,000.00	-1,950.04	51.25%
3585000 · Purchase Of Machinery	0.00	0.00	350,000.00	-350,000.00	0.0%
3586010 · Repair Mach Major Outside	0.00	2,888.54	20,000.00	-17,111.46	14.44%
3586020 · Repair Mach Upkeep/ Maint	0.00	1,444.98	6,000.00	-4,555.02	24.08%
3586030 · Repair Machinery Tools	0.00	0.00	4,000.00	-4,000.00	0.0%
Total 75ROADB · Road Maintenance	17,461.77	210,590.44	915,000.00	-704,409.56	23.02%
Total 90ROADB · Road And Bridge	41,016.19	463,926.94	1,440,931.60	-977,004.66	32.2%
Total 301 · Road And Bridge Expenditures	42,303.32	475,219.42	1,457,469.10	-982,249.68	32.61%
Total Expense	42,303.32	475,219.42	1,457,469.10	-982,249.68	32.61%
Net Income	64,144.71	130,954.51	-608,069.10	739,023.61	-21.54%

**Township of Schaumburg
Profit & Loss Budget vs. Actual - Capital Fund**

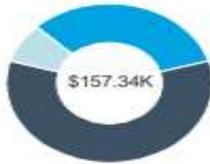
	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
40 · Capital Fund - Revenue					
4043000 · Transfer in	0.00	1,330,000.00	2,660,000.00	-2,660,000.00	50.0%
Total 40 · Capital Fund - Revenue	<u>0.00</u>	<u>1,330,000.00</u>	<u>2,660,000.00</u>	<u>-2,660,000.00</u>	<u>0.0%</u>
Total Income	<u>0.00</u>	<u>1,330,000.00</u>	<u>2,660,000.00</u>	<u>-2,660,000.00</u>	<u>0.0%</u>
	0.00	1,330,000.00	2,660,000.00	-2,660,000.00	0.0%
Expense					
401 · Capital Fund - Expenditures					
4045000 · Vehicle	0.00	13,125.00	500,000.00	-500,000.00	2.63%
4045005 · Phone System	0.00	-	40,000.00	-40,000.00	0.0%
4045015 · Building Improvements/Upgrades	211,547.07	684,607.56	1,750,000.00	-1,538,452.93	39.12%
4045020 · Main Level Lobby Update	-12,247.23	353,934.59	370,000.00	-382,247.23	95.66%
Total 401 · Capital Fund - Expenditures	<u>199,299.84</u>	<u>1,051,667.15</u>	<u>2,660,000.00</u>	<u>-2,460,700.16</u>	<u>39.54%</u>
Total Expense	<u>199,299.84</u>	<u>1,051,667.15</u>	<u>2,660,000.00</u>	<u>-2,460,700.16</u>	<u>39.54%</u>
Net Income	<u><u>-199,299.84</u></u>	<u><u>278,332.85</u></u>	<u><u>0.00</u></u>	<u><u>-199,299.84</u></u>	<u><u>100.0%</u></u>



Schwab One® Trust Account of

S KEGARISE & S MCVEY TTEE
TOWNSHIP OF SCHAUMBURG EMPLOYE
U/A DTD 07/25/1979

Asset Allocation



	This Period	Current Allocation
Cash and Cash Investments	52,138.44	33%
Mutual Funds	92,910.78	59%
Exchange Traded Funds	12,299.97	8%
Total	\$157,349.19	100%

Gain or (Loss) Summary

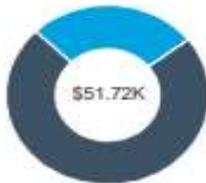
	Short-Term ^(ST)			Long-Term ^(LT)		
	Gain	(Loss)	Net	Gain	(Loss)	Net
This Period	0.00	0.00	0.00	0.00	0.00	0.00
Unrealized						\$744.54



Schwab One® Trust Account of

S KEGARISE & S MCVEY TTEE
TOWNSHIP OF SCHAUMBURG EMPLOYE
U/A DTD 07/25/1979

Asset Allocation



	This Period	Current Allocation
Cash and Cash Investments	14,182.79	27%
Fixed Income	37,539.06	73%
Total	\$51,721.85	100%

Gain or (Loss) Summary

	Short-Term ^(ST)			Long-Term ^(LT)		
	Gain	(Loss)	Net	Gain	(Loss)	Net
This Period	0.00	0.00	0.00	0.00	0.00	0.00
Unrealized						(\$2,437.14) ²

2023 Staff Suggestion Box Survey- Comments summary

The comments provided within are edited slightly, for length/confidentiality, while keeping with the context of the statement. Highlighting and italics were added to show most common ideas.

Raising morale continues to be a focus of staff. 21 of 41 comments noted ideas aimed at boosting morale (just over 50%).

- I would recommend when possible to **cross-train with the different departments** (to *learn/understand what another department's mission is*).
 - Another point: have **team-building activities** among departments.
- **Have enough Staff to handle the work load** and give the employees their raises. I believe they listen to feedback but I do not think it goes any further than that.
- Each of the departments still feel very separate. It would be great **if we could do something to get everyone to mingle**. Perhaps a building potluck held in the kitchen? It would also be great to do something *like a spirit day/week around holidays. Maybe an ugly sweater day in December or pink/red theme for February.*
- **Keep working on morale and on communication**. Even though *it has gotten better*.
- Workload is not manageable. It is encouraging that administration is interested in staff morale, a manageable work-life balance, and offering tools and resources for growth, but **additional support from the Board is needed**.
 - *Making time to "do your job" and have hours in the day to grow as an employee is not feasible at this time.* The offering of additional resources is greatly appreciated but not practical. I believe in the work we do but the workload is overwhelming.
- It would be nice to have **more staff appreciation events**.
 - we have the employee appreciation luncheon, how about a staff picnic or holiday event? *It would be beneficial for all staff to get to know one another especially since we all work in the same building.*
- I feel like **everything here is going well**, and maybe time will tell if there's something amiss that we can work on. I've been very happy here.
- Maybe during the all staff meetings, each **manager can recognize one staff member for something**, or if an employee receives a complement those could be read out loud.
- Treat all employees equally
- "I would love **a way to recognize other Township employees who go above and beyond**.
 - Maybe a formal way to say, this person really made my day, and then they get a \$5 giftcard. Then, the names can go into a drawing for something bigger each quarter."
 - **"Help keep it clean" OR "Over Achiever" monthly drawing**. When someone goes out of their way to clean up an area that they did not dirty ie kitchen, put things away that was not their responsibility and left out (ie carts, boxes, etc) they can enter their name into a monthly drawing for a \$25 gift card. *The slips of paper would have space for date, staff name, task/what they did beyond their responsibility.*
- **Recognition of an employee who went above and beyond** their role during a month should be spotlighted in the Insider same month *rather than waiting for the individual to be recognized at an all-staff or employee appreciation event.*
- Occasionally **offer different hours** especially on Fridays, i.e. 8-4:30

- *Flexible schedules*
- There are the "haves" and "have nots". The "haves": Include individuals who choose to come and go whenever they feel like it, they don't do certain aspects of their job which were listed in their job description. Others seriously bully staff. We all know it comes from the top, someone who refuses to see and actually protects these slackers. The rest of us (have nots) feel invisible. We **just want everyone to work hard, be fair and not have the lazy rewarded for their behavior.** Reduce the waste by firing the cancers.
- The **staff needs to be acknowledged more than once a year.** Not necessarily an employee of the year but possibly *more staff appreciation things to help keep morale up* especially during the busy season.
- When having the **all staff meeting, could the seating arrangement be changed to maybe a circle or semi circle and could there be fewer chairs?** I just wonder if having a less formal setting where we can see each other would *help with the conversation portion we're hoping to achieve in these meetings.*

Improve service was the next most frequent suggestion, 13 responses (30%) offering the following:

- Better communication, more transparency, have more patience and be more compassionate towards the clients.
- **Possibly more signage regarding passport issues posted in the lobby.**
- Some type of **ability for front desk personnel to know what caseworkers** are working on that particular day down in WS.
- **Verbal judo and empathy classes** to learn *de-escalation techniques for irate or uncooperative customers.*
- It would be nice to have **our buses washed once a week in winter time** to keep clean professional appearance.
- (Referring to Paylocity) It takes too long to sign in! Its the internet in the morning. Turn computer on ,then sign in, then wait for paylocity to update! over 6 minutes this morning to sign in!
- I've had **many opportunities to help people in a way only we can do and been told "we don't do that" knowing that we do. It's frustrating.**
- "The **employee time off calendar doesn't show other employee requested days off in our department.** This would *be important to know when we want to request a future day off.*
- **Have each department speak to all staff about the programs they provide and a little bit about each of those programs** so that we *can all understand what each department truly does other than a very basic idea.* This information can help in assisting clients and referring them to other departments and programs.
- For the Passport department I think that we **could improve our photo time and execution by maybe looking into a camera system that doesn't take so long** in connecting and then printing pictures. This *would allow us to have a faster application process* and turn around time per applicants.
- **More recycling bins** in the building.
- **Merge registration files** with all depts.
- **Saturday bus service**
- Allow **passport applicants to utilize any short cuts** that have been approved by Passport Services when completing applications.



Strategic Plan 2023-2026
Tracking Document

Schaumburg Township

Our Mission

The mission of the Township of Schaumburg is to provide quality resources, assistance, and information to empower our diverse community through innovative programming, data-driven decision-making, and fiscally mindful leadership.

Our Vision

The vision is to establish the Township of Schaumburg as Illinois' most responsive, dependable, inclusive, and responsible local government, while improving the lives of all those we serve.

Our Values



Accountability

We are responsible to, and a reflection of, the community we serve.



Integrity

We believe in doing what is right for our clients.



Equity

We ensure all those seeking assistance are heard and cared for with honor, compassion, respect, and dignity.



Excellence

We provide high quality services in a competent, enthusiastic, professional, and ethical manner.



Community

Together with our employees and volunteers we work cooperatively with community, state, and national agencies to use our resources responsibly and sustainably.

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Plan Introduction

The Board of Trustees for the Township of Schaumburg (Township) have identified four main strategies for the next three to five years. The creation of these strategies evolved with data from staff, findings from the 2022 Community Assessment, as well as various department and committee surveys and discussions. While the general findings all point to residents being pleased with the services and available programs, the following strategies were clear takeaways for the future of the Township:

1. Improvement of services and programs available to residents,
2. Training and development opportunities,
3. Growth and outreach, and
4. Township staff and infrastructure flexibility.

Taking these strategic themes into account, the following is a detailed listing of various projects and opportunities of each department, toward bringing the plan to completion and the Township into its bright future. As with this document, every decision begins with consideration of its fit to the Mission, Vision, and Values of the Township.

This strategic plan is structured in three basic 'chapters': the first is the summative overview of each theme; second is a year-by-year breakdown of the strategies; and third is a GANTT visual to support the overlay of projects.

Annual Progression of Strategic Plan

Toward understanding where the Township is headed, context is helpful to know what is in process of and has already been completed. Post major pandemic restrictions of 2020-2021, the Township took 2022 to generally get to a basic new normal. To that end, the following is a list of completed projects. Any projects in process will be noted at the end of the 2022 discussion.

2022

Completed work

Infrastructure has been a clear focus toward assuring the building and its technology was ready to welcome a full complement of programs and residents back to the Township. The projects included:

- ✓ New HVAC system for consistent heating/cooling through the building as well as energy efficiencies in running the two units.
- ✓ New roof installed to combat the various leaks, constant ceiling tile replacements (from staining), damage to walls, floors, etc.
- ✓ ADA Assessment completed toward identifying where Township improvements are needed to allow all residents accessibility through the building. (Note: many projects listed in the strategic plan are a direct result of the findings of this study and will be noted as such.)
- ✓ Lighting replacement throughout the building updated all lights toward energy efficiency (cost savings on energy bills), resident/staff health (circadian rhythm, blue light reduction, no flicker), and motion/sunlight response to reduce lights staying on/full power when not needed.
- ✓ New IT provider to better support the growing technical needs of the Township, assuring a secure network, reliable hard/software, and technicians that would respond timely to issued.
- ✓ Website updated for ease of use and more dynamic presentation of Township news and events.

Staffing and succession planning for those near retirement were a central focus, again rebounding from the impact of the pandemic. The very real lesson learned was that time is not promised, and for a small staff, the loss of even one employee can have ripple effects on the services to clients. To that end, human resources work addressed:

- ✓ Hiring for the *2021 vacancies*: Township Administrator, Human Resources Coordinator, Facilities Coordinator. All three positions were filled by midyear 2022.
- ✓ Three staff *retirements*: Transportation Director (restructured department, replacing director with manager role); Director of General Assistance/Pantry (filled by staff promotion), and Receptionist (terminated role, transitioned existing evening Security role to also cover days).
- ✓ *Expansion* of staff: Administrative Services added (1) Part-Time Passports Specialist (new hire). Transportation's restructure introduced a new position Fleet Coordinator (staff promotion), revised the Lead Dispatcher role (staff promotion), and (2) drivers (new hires). General Assistance/Pantry also addressed a bit of team restructure, introducing (1) Social Services Case Manager (staff promotion), (1) Supervisor of Program Support Services (new hire), and (1) Assistant Lead Support Specialist.
- ✓ Boosting staff *morale*: working through a pandemic took an understandable toll on the staff. To help the staff with all the changes and 'new', the Township Policy Manual was updated to reflect clear expectations of staff, and updates to all the benefits available (revised holiday calendar, addition of birthday day off, wellness reimbursement (health membership)). Creation of Standard Operating Procedures and various forms to ease operations. Introduction of Core Strengths® Communications Training to support healthier communication among staff (Board was included).

Projects carried into 2023

Toward the end of the 2022 calendar year, a few projects and staffing changes were initiated, yet not completed.

- ✓ The necessary replacement of the entry ramp/railing (ADA findings) halted in December, after a delay in the permit approval and weather falling below appropriate temperatures. The project will be completed as soon as the ground thaws in 2023.
- ✓ Roof sealant was not able to be completed, also due to the weather/temperatures. While it will have no impact on the integrity of the new roof this season, with the spring thaw this will also be completed.
- ✓ Review of HR/Payroll software options as current vendor, Howard Simon, announced a price increase that will double the existing payment without any added services. Target early 2023 transition.
- ✓ Filling/adding prior approved roles:
 - ✓ (1) Assistant Director of Disability Services resigned in the Fall (position revised to a *Benefits Counselor* (position posted))
 - ✓ (1) Assistant Director of Senior Services retired at the end of December (position will be revised to *Assistant Director of Disability and Senior Services* and posted in January 2023).
 - ✓ (1) *Driver* position (pending medical update) may be vacant (will know more in January).
 - ✓ (1) *Bilingual Case Worker* position for General Assistance/Pantry to support the diverse Township population (new position posted)

- ✓ (1) *Part-time Deputy Assessor*, toward establishing a succession plan for the team (new position posted)- **Filled vacant FT position due to retirement, 11/2023.**

2023 Plan

The carry-over projects will be top focus at the beginning of the year, as staffing and the safety of all who visit the Township are essential to supporting any further growth. Central to this was the initial work in 2022 to develop an internal “master” programming schedule that utilizes the Township building to its fullest extent, toward expanding services and programs in the 2-3 years that follow. 2023 will see the master schedule in final form allowing for a clearer sense of the opportunities and existing overlap (holiday events) where space is in demand.

Service and program improvements

- ✓ Disability and Senior services merge into one department:
 - Develop annual program plan for children and young adults with disabilities.
 - Re-evaluate Senior Services Client Code of Conduct
 - Conduct survey to gauge interest in after-hours programming and develop accordingly
 - Pilot scheduling evening and/or Saturday hours during peak seasons (start of LIHEAP, Open Enrollment).
 - Discuss opportunities for off-site benefit appointments (appropriate space – must be private for HIPPA), plan for 2024 rollout.
 - Identify community partners who can assist with snow removal for seniors.
 - Expand Will/POA program to include more lawyers.
 - Implement case management system (from prior year research)
 - Prepare data for data migration.
 - Provide staff training, implementing a super-user training approach.
- ✓ General Assistance/Pantry plans to continue exploring ways to build sustainable food sources for our residents:
 - ✓ Identify educational programming and materials to pilot/launch in 2023-2024.
 - Consider community partnerships and what makes sense for just the Township.
 - ✓ Establishing a community garden strategy for development in 2024.
 - ✓ Request Transportation Department assessment to determine best direction regarding vehicles, staff, and/or volunteer needs for delivery.
 - ✓ Increase requests/support from donors through social media, Township publications, marquee, food drive material, and monthly donor requests.
 - ✓ Incorporate food pantry SWAP displays for bulk items received/purchased.
- ✓ Community Relations will focus on identifying 1-3 programs to collaborate with outside agencies on:
 - ✓ Collaborate with villages on a clarification campaign to help differentiate the Township and the Villages.
 - ✓ Execute an annual campaign specifically about our differentiating factors of the Township.

Training and Development Opportunities

Administrative Services:

- ✓ Launch the revised employee performance improvement processes and cycle.
- ✓ Select and implement HR/Payroll solution.

- ✓ Launch DE&I Township staff training (partnership with Harper Business Solutions)
 - First year of a two-year program. **Completed 12/2023 phase one.**
- ✓ 10-year Township Efficiency Study. **Drafted slated for March 2024**

Transportation:

- ✓ Determine any new training/technology to support and enhance the driver experience.

Community Relations:

- ✓ Create an internal training and presentation schedule.
 - Launch regular communications training for staff and elected officials.
- ✓ Launch Instagram account for Township.

General Assistance/Pantry:

- ✓ Have all volunteers fully trained and create a training manual for new volunteers and staff.
- ✓ Utilize research and surveys to help identify culturally appropriate food items to meet our residents' needs.
- ✓ Set program eligibility guidelines and boundaries for delivery services.
- ✓ Run reports regarding pantry usage regarding diversity and inclusion.

Growth and Outreach

Administrative Services:

- ✓ Work in partnership with the Mental Health Board to identify community needs, increase access to mental health services, and reduce stigma.
- ✓ Identify translation services to meet the communication needs of residents. **TIN agreement**
- ✓ Determine additional services the Township can offer residents (license stickers, recreational licensure (hunting/fishing)) toward additional revenue. **On waitlist for recreational license.**
- ✓ Increase development of all community partnerships, including increased focus on those connected to minority and non-English speaking populations within the Township
 - Identify and contact at least two different agencies or groups that relate to minority and/or non-English speaking populations in the Township to determine how the Township can be more helpful to minority communities.
 - Participate in at least six community outreach events.

Assessor's Office:

- ~~✓ Pilot Saturday hours during peak periods.~~
 - Increase outreach: Work out of our six municipalities once/twice a week to handle all their county needs/applications/filings and questions

Disability and Senior Services:

- ✓ Conduct targeted outreach to minority and non-English speaking communities re: benefit programs.
- ✓ Participate in at least nine community outreach events.
- ✓ Increase program partnerships/sponsorships with agencies and elected officials.

- ✓ Budget for equipment for one mobile office (hot spot, small printer/scanner (already available), rolling bag) for next fiscal year.

Township staff and infrastructure flexibility

Staffing the (five) positions carrying from 2022 are essential to the maintaining existing services of the Township. While the initial review may suggest an extreme impact to the salary budget, most of the vacancies are to replace staff who were employees for years. New hires would be at a lower initial salary than those who've retired/resigned. Additional staffing needs would include:

- Building a Community Relations Team (director with (two) staff).
 - Priority position is a *Digital Media Specialist* (Facebook, Twitter numbers are increasing; seek to expand into Instagram this year). The goal will be to transition the existing intern part-time position into a full-time role, therefore dissolving the paid intern position.
 - Fall of 2023, consider a programming position to help with community program expansion. **Push back to 2024.**
- Create a *Part-time Human Resources Assistant* role. This position would assist the HR duties of the employee life cycle, policy/procedures, and some employment services. **Target fill by start of FY25.**
 - This role is essential beyond the short-term initial hiring needs of the Township, as nearly ¼ of the existing staff are at or past retirement age. Conservative estimates would anticipate at least two retirements per year for the next three to four years.
- Create a *Part-Time Deaf Services Assistant* role. The program is currently staffed by one, who has just passed 30 years with the Township. This essential program is unique to our Township alone and continues to grow in popularity and demand. Assuring the health and longevity of the Deaf Services program, bringing a part time support, to learn and in essence be able to take over the program is the focus of this role. **Target 2nd quarter 2024.**

To maintain the progress of modernizing the building and fleet, the focus is to seek opportunities to further improve the building's sustainability as outlined in the LEED Rating System. This includes consideration of carbon, energy, water, waste, transportation, materials, health, and indoor environmental quality:

- Carry-over projects from 2022: ramp/rail replacement for front entry and sealant on the roof.
- Infrastructure for converting transportation fleet to Electric Vehicle (EV) buses. **Construction begins February/March 2024.**
 - Includes engineering study results, parking lot construction for laying cable, installing charging stations, etc. **Completed**
- Lobby Renovation
 - including first floor bathrooms. **Completed 12/23**
- ~~Install sink in room 210, for proper dedicated arts/crafts area (for projects/clean up).~~ **Project not feasible.**
- Quote and project plan the potential of solar panel roof installation (target install by early-2024). Completed early- **Passed final inspection 12/23.**
- Obtain architectural renderings and quote for installation of second floor over existing gym/activity room space (construction completed by late 2024/early 2025). **Construction begins January 2024.**

- Complete a study of KYC use of lower-level space and consider any options for storage/ usage efficiency. **Study completed, storage use was implemented. Currently merging an expansion of office space (in partnership with KYC) to also include space for MHB eventual staff. Storage room expansion included with 2nd floor expansion project.**

2024 Plan

Service and program improvements

Administrative Services:

- Consider partnership with KYC (or another partner) for Youth/Teen general programming.

Assessor's Office:

- Assess pilot program of off-site outreach and evening/weekend hours.
 - Determine full-launch and any modifications.

Disability and Senior Services:

- Launch and assess annual program plan for children and young adults with disabilities.
- ✓ Assess and maintain/expand scheduling evening and/or Saturday hours during peak seasons (start of LIHEAP, Open Enrollment).
- ✓ Pilot launch off-site benefit appointments
- ✓ Conduct survey to gauge interest in after-hours programming and develop accordingly.
- ✓ Case management software launch (or assessment of first year if able to launch in 2023)

General Assistance/Pantry:

- ✓ Launch educational programming and materials from 2023.
- ✓ Development of community garden.
 - Location, build-out of plots, planting.
- ✓ Assess needs of clients regarding order processing.
 - This could potentially include computer ordering system or structured phone ordering procedures.
- ✓ Increase requests/support from donors through social media, Township publications, marquee, food drive material, and monthly donor requests.
- ✓ Continue SWAP displays for bulk items received/purchased.

Community Relations:

- Develop a community partnership program with local agencies and community influencers
 - Look for opportunities to expand to 3-5 programs.
 - Develop two new YOY programs targeting young adults and families/kids (Ideas – Back to School Fair and Food Truck/Wine Walk)
 - Research and develop ideas for events that would entertain and benefit young adults and families in our area.

Training and Development Opportunities

Administrative Services:

- ✓ Review and revise employee performance improvement processes and cycle (2023 lessons learned).
- ✓ Identify any improvements/adjustments/training necessary from the HR/Payroll implementation.
- ✓ Complete DEI Township staff training (partnership with Harper Business Solutions)
 - Year two of a two-year program.
- ✓ Core Strengths® refresher (facilitated by trained Township staff)

Transportation:

- ✓ Continue staff training on technology of EV bus conversion. First 4 buses PO for August 2024.

Community Relations:

- ✓ Assess and revise any training schedule and presentations.
 - Evaluate existing communications training for staff and elected officials, revise as needed.
- ✓ Train staff on differences/uses for Township social media.
- ✓ Develop external programming/event tracking procedures.

General Assistance/Pantry:

- ✓ Add 3 partnerships for support and donations focusing on inclusion.
- ✓ Using 2023 findings, begin purchase/donation strategy for increased availability of culturally appropriate food items to meet our residents' needs.
- ✓ Review program eligibility guidelines and boundaries for delivery services.
- ✓ Assess and expand reports regarding pantry usage regarding diversity and inclusion.

Growth and Outreach

Administrative Services:

- ✓ Support the official launch of Mental Health Board.
- ✓ Research viability of LCSW/grant writing position for Township- toward clinical service/programs.
- ✓ Assess the success of translation services- stop/continue/replace consideration.
- ✓ Pilot (or launch) additional services researched in 2023.
- ✓ Pilot employment services programs for residents.
- ✓ Participate in at least 10 community outreach events.

Assessor's Office:

- ✓ Determine frequency of Saturday Hours during peak periods.
- ✓ Establish calendar for outreach to our 6 municipalities once/twice a week.

Disability and Senior Services:

- ✓ Fully launch targeted outreach to minority and non-English speaking communities re: benefit programs.
- ✓ Participate in at least 12 community outreach events.
- ✓ Coordinate off-site benefit application days once a quarter at senior centers/senior housing/churches.
- ✓ Increase program partnerships/sponsorships with agencies and elected officials.
- ✓ Pilot mobile office program, identifying locations for best outreach.
- ✓ Identify community partners who could come and have office hours at the township (or where township staff could go for office hours) to help make a wider variety of services available to residents in one location.

General Assistance/Pantry:

- Assess additional staffing need to accommodate additional special needs collections/drives.
- Identify Additional storage space for food donations, coat drive, unique events, and programs.

Township staff and infrastructure flexibility

Staffing needs will ideally level out a bit, however as noted throughout this document, various teams have more challenges than others in staffing.

Transportation:

- Continue to monitor the driver count and scheduling needs. Potentially plan on hiring 1-2 drivers to keep up with any retirements/transitions/route expansion.

Disability and Senior Services:

- Evaluate need for additional program staff and budget for next fiscal year.

General Assistance/Pantry:

- Assess additional staffing need to accommodate additional special needs collections/drives.

Administrative Services Infrastructure Efforts:

- Solar panel roof installation (target install by early 2024)- **Completed 12/23**
- Installation of second floor over existing gym/activity room space (construction completed by late 2024/early 2025)- **this and the following merged. Construction begins January 2024.**
- Finalize plans based on study findings of KYC use of lower-level space and consider any options for storage/ usage efficiency.
- **Determine purchase schedule for next 4 EV buses, PO for 2025 possession?**
- **Consideration of parking solution/loading dock/ADA ramp GA entry (obtain quotes); potential construction target FY26.**

2025 Plan

Service and program improvements

Administrative Services:

- Create township wide survey on programs and services, toward informing the next strategic planning process.
- Launch full employment services program for residents.

Assessor's Office:

- Determine expansion opportunities of off-site program supports.

Disability and Senior Services:

- Determine growth opportunities of annual program planning for children and young adults with disabilities.
- ✓ Fully launch/increase off-site benefit appointments.
- ✓ Determine strategy for expanded/evening hour programming opportunities.
- ✓ Case management software updates/training needs.
- ✓ Participate in at least 12 community outreach events.

General Assistance/Pantry:

- ✓ Assess and modify community garden.
 - Determine needs, successes, and adjust accordingly.
- ✓ Finalize strategy for clients regarding order processing.
- ✓ Assess SWAP program and revise as recommended.

Community Relations:

- Continue development of a community partnership program with local agencies and community influencers
 - Assess/expand programs targeting young adults and families/kids

Training and Development Opportunities

Administrative Services:

- ✓ Staff survey of needs for staff success (training, software).

Transportation:

- ✓ Final EV conversion training for staff

Community Relations:

- ✓ Continue trainings on social media.
- ✓ Evaluate external programming/event tracking procedures.

General Assistance/Pantry:

- ✓ Review and revise efforts on inclusive food options as needed.

Growth and Outreach

Administrative Services:

- ✓ Pilot (or launch) additional services researched in 2024.
- ✓ Participate in at least 15 community outreach events.

Assessor's Office:

- ✓ Review staffing balance, succession needs.
- ✓ Determine frequency of Saturday Hours during peak periods.
- ✓ Establish calendar for outreach to our 6 municipalities once/twice a week.

General Assistance/Pantry:

- Finalize storage space strategy for food donations, coat drive, unique events, and programs.

Township staff and infrastructure flexibility

Administrative Services:

- ✓ Fill LCSW/grant writing position for Township- toward clinical service/programs.

Transportation:

- Continue to monitor the driver count and scheduling needs. Potentially plan on hiring 1-2 drivers to keep up with any retirements/transitions/route expansion.

Disability and Senior Services:

- ✓ Develop FT Community Outreach Coordinator position who would be responsible for coordinating & attending community outreach events, including running the ITAC program. Budget for next fiscal year.

General Assistance/Pantry:

- Assess additional staffing need to accommodate additional special needs collections/drives.

Administrative Services Infrastructure Efforts:

- Solar panel roof adjustments/follow-up.
- Completion of second floor over existing gym/activity room space (construction completed by late 2024/early 2025).
 - Finalize plans for use of space for main and upper-level space.
- EV infrastructure completion and any final steps.

2026 Plan

Most of the effort in the first half of 2026 will be determining the success and challenges with the current strategic plan, toward determining the focus for the next cycle (second half of 2026). Each department will be responsible for tracking success of efforts, informing the next strategic plan, and identifying how the Township may continue to serve residents and grow with the community. This will include:

- review of program and service data,
- DE&I efforts,

- staffing performance and succession (planned retirements, etc.),
- energy efficiency (EV fleet, lights/solar); and
- use of building space.

ORDINANCE NO. 2023-2024 #05
 AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE
 GENERAL TOWN FUND, GENERAL ASSISTANCE FUND AND MENTAL HEALTH BOARD FUND OF THE TOWN OF
 SCHAUMBURG FOR THE TAX YEAR 2023, COLLECTABLE IN 2024

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of the Town of Schaumburg, Cook County, Illinois as follows:

Section 1: That the sum of SEVEN MILLION, THREE HUNDRED FIFTY NINE THOUSAND, TWO HUNDRED EIGHTY EIGHT DOLLARS (\$7,359,288) are hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Schaumburg Township as required by statute or voted by the people in accordance with the law.

Section 2: That should any part of the portion of this Ordinance be declared or adjudged invalid or unconstitutional, such declaration and adjudication shall be severable and shall affect only that part or portion only and shall not affect any other parts or provisions hereof.

Section 3: that the Town Clerk be and is hereby directed to file a certified copy of the Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

Section 5: That the amount levied for each object and purpose shall be as follows:

GENERAL TOWN FUND		2023-2024
<u>COMPENSATION OF TOWN OFFICERS</u>		<u>LEVY</u>
1111011 · Elected Officials Compensations	\$	107,863
TOTAL TOWN OFFICERS	\$	107,863
<u>ADMINISTRATION</u>		
1111110 · Salaries - Town Admin	\$	600,000
1221053 · Human Resources Consulting	\$	12,500
1222010 · Cafeteria Plan Administrations	\$	1,500
1261014 · Pre-Employment Screening	\$	4,000
1421010 · Legal Services	\$	25,000
1421030 · Accounting Services	\$	75,000
1524030 · Health/ Dental Insurance	\$	287,592
1524035 · Life/ Disability Insurance	\$	6,835
1524041 · Fed. Ins. Contrb. Act (FICA)	\$	39,690
1731010 · Office Supplies	\$	20,000
1731012 · Copiers	\$	10,000
1732000 · Office Equipment/Furnishing	\$	15,000

1935010 · Postage	\$	15,000
1141020 · Electric	\$	60,000
1141030 · Water	\$	10,000
1336010 · Telephone	\$	35,000
1333009 · Web Support	\$	15,000
1333010 · Internet Service	\$	3,200
1333014 · IT Services	\$	100,000
1542000 · Uniform Clothing Expense	\$	1,600
1742010 · Scavenger Service	\$	7,000
1742020 · Fire/ Security System	\$	8,300
1742030 · Maintenance Equipment	\$	15,000
1742041 · Maintenance Contracts	\$	86,000
1742042 · Building Repairs	\$	40,000
1550110 · Travel	\$	5,000
1151010 · Vehicle Maintenance	\$	5,000
1361012 · Special Events Miscellaneous	\$	35,000
1361015 · Veterans Recognition Expenses	\$	15,000
1561015 · Safety Programs	\$	5,000
1561100 · Special Accomodations	\$	14,000
1762011 · Professional Improvments Town Other	\$	132,000
1921075 · IMRF	\$	76,860
1699900 · Contingency	\$	50,000
TOTAL ADMINISTRATION	\$	1,831,077

ASSESSORS OFFICE

1212010 · Salaries - Assessor	\$	216,000
1233014 · Computer Maintenance County	\$	1,200
1550121 · Transportation/ Mileage Asses	\$	1,500
1662011 · Professional Improvements	\$	8,000
1431010 · Office Supplies	\$	2,000
1432010 · Office Equipment	\$	1,000
1534010 · Printing/ Publishing	\$	1,000
1799900 · Contingency	\$	500
1835010 · Postage	\$	1,000
1514030 · Health/Dental Insurance	\$	33,075
1514035 · Life/Disability Insurance	\$	2,867
1514037 · IMRF Expense	\$	28,127
1514038 · Medicare Insurance	\$	2,756
1514041 · FICA	\$	12,128
1514042 · Unemployment	\$	551
TOTAL ASSESSOR	\$	311,703

<u>MENTAL HEALTH</u>	
1212020 · Mental Health Committee	\$ 2,000
TOTAL MENTAL HEALTH	\$ 2,000

<u>DISABILITY/SENIOR SERVICES</u>	
1999900 · Contingency	\$ 1,000
1950140 · Transportation/ Mileage	\$ 4,000
1361010 · Programs	\$ 80,000
1361011 · Client Assistance	\$ 4,000
1361200 · Interpreting Services	\$ 8,000
1114110 · Salaries - Disability	\$ 560,000
1433017 · Software	\$ 15,000
1662010 · Professional Imprv	\$ 7,000
1531010 · Office Supplies	\$ 1,000
1634010 · Printing/ Publishing	\$ 24,000
1635010 · Postage	\$ 10,000
1114030 · Health/Dental Insurance	\$ 105,840
1114035 · Life/Disability Insurance	\$ 7,277
1114036 · IMRF Expense	\$ 65,880
1114038 · Medicare Insurance	\$ 8,269
1114041 · FICA	\$ 34,178
1114042 · Unemployment	\$ 1,654
TOTAL DISABILITY/SENIOR SERVICES	\$ 937,097

<u>COMMUNITY RELATIONS</u>	
1734010 · Town Crier	\$ 110,000
1734011 · Printing	\$ 5,000
1362020 · Subscriptions	\$ 3,000
1762020 · Public Relations	\$ 13,000
TOTAL COMMUNITY RELATIONS	\$ 131,000

TRANSPORTATION

1514010 · Salaries - Transportation	\$	550,000
1950150 · Transportation Mileage	\$	800
1962011 · Professional Improvement	\$	1,500
1351010 · Fuel	\$	75,000
1351011 · Bus Maintenance & Supplies	\$	70,000
1351020 · Communications	\$	2,000
1261040 · Employee Screening	\$	2,500
1999910 · Contingency	\$	5,500
1131010 · Office Supplies	\$	400
1132010 · Equipment	\$	1,000
1242000 · Uniform Expense	\$	1,200
1333017 · Transportation Software	\$	5,480
6935011 · Postage	\$	250
1514030 · Health/Dental Insurance	\$	61,740
1514035 · IMRF Expense	\$	6,725
1514036 · 401a Contribution	\$	60,390
1514038 · Medicare Insurance	\$	7,938
1514041 · FICA	\$	34,178
1514042 · Unemployment	\$	1,764
TOTAL TRANSPORTATION	\$	888,365

HUMAN SERVICES

1193010 · Total Contractual Services	\$	640,247
TOTAL HUMAN SERVICES	\$	640,247

TOTAL TOWN FUND

\$	4,849,352
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Section 6 GENERAL ASSISTANCE FUND

ADMINISTRATION

2114010 · Salaries - GA	\$	186,142
2261020 · Employee Screening - G.A.	\$	200
2261021 · Client Screening - GAO	\$	100
2524030 · Health Dental Life Disability Ins	\$	143,325
2524050 · Catastrophic Ins For Home Relf	\$	4,250
2831010 · Office Supplies	\$	10,000
2832010 · Pantry Equipment	\$	5,000
2935010 · Postage	\$	1,000
2733017 · Data Proc Software & Maint	\$	8,000
2550110 · Transportation / Mileage	\$	1,500
2851010 · Fuel	\$	2,000
2851013 · New Vehicle	\$	2,500
2762010 · Professional Improvement	\$	2,500
2021075 · IMRF Expense	\$	52,704
2321050 · General Assistance Appeal	\$	500
2321051 · Contingency	\$	1,000
TOTAL ADMINISTRATION	\$	420,721

SPECIAL ASSISTANCE

2761010 · Special Assistance	\$	70,000
TOTAL SPECIAL ASSISTANCE	\$	70,000

HOME RELIEF - GENERAL ASSISTANCE

2970011 · Food	\$	15,000
2970012 · Shelter	\$	15,000
2970013 · Utilities	\$	10,000
2970016 · Personal Essentials	\$	4,800
2970017 · Prescriptions	\$	5,000
2970018 · Medical Care	\$	5,000
2970020 · Transportations	\$	10,000
2970024 · Cobra Ins/ Med Supplies	\$	8,000
2971000 · Hospitalization	\$	6,000
2972000 · Burial Expenses	\$	1,000
2973000 · Vocational Service	\$	3,000
TOTAL HOME RELIEF	\$	82,800

HOME RELIEF EMERGENCY SERVICE

2171012 · Shelter EA	\$	100,000
2171013 · Utilities EA	\$	75,000
2171017 · Prescription Other EA	\$	1,000
2171026 · Transportation	\$	100
2198017 · NW Comm Health Care Mob Dent	\$	25,000
TOTAL HOME RELIEF EMERGENCY SERVICE	\$	201,100

TOTAL GENERAL ASSISTANCE FUND

\$ 774,621

Section 7 MENTAL HEALTH BOARD FUND

ADMINISTRATION

5124040 · Medicare	\$	1,450
5124041 · Fed Ins Contrbn Acct (FICA)	\$	6,200
5114010 · Salaries - MHB	\$	100,000
5524030 · Health Dental Life Disability Ins	\$	30,000
5831010 · Office Supplies	\$	5,000
5935010 · Postage	\$	1,000
5733017 · Data Proc Software & Maint	\$	4,000
5550110 · Transportation / Mileage	\$	1,000
5762010 · Professional Improvement	\$	1,000
5021074 · New 401A Contribution	\$	-
5021075 · IMRF Expense	\$	7,110
5091000 · Pension	\$	10,000
TOTAL ADMINISTRATION	\$	166,760

CONTRACTUAL

5761010 · Agency Contractual	\$	1,333,240
TOTAL CONTRACTUAL	\$	1,333,240
TOTAL MENTAL HEALTH BOARD FUND	\$	1,500,000

Section 8: GENERAL TOWN FUND SPECIAL TAX LEVIES

1421020 · Auditing	\$	7,120
1524000 · State Unemployment Insurance	\$	11,089
1524010 · Worker's Compensation Insurance	\$	24,180
1524020 · Property/ Casualty Insurance	\$	131,564
1524040 · Medicare/Social Security	\$	34,777
TOTAL TOWN SPECIAL TAX LEVIES	\$	208,730

Section 9: GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES

2421020 · Auditing	\$	5,011
2524000 · State Unemployment Insurance	\$	3,257
2124040 · Medicare/Social Security	\$	18,317
TOTAL GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES	\$	26,585

Section 10: Special Police District Levy

Township Special Police District for Unincorporated Area Only per 60ILCS 5/4-28	\$	-
TOTAL SPECIAL POLICE DISTRICT LEVY	\$	-

Section 11: SUMMARY

I. GENERAL TOWN FUND	\$	4,849,352
II. GENERAL ASSISTANCE FUND	\$	774,621
III. MENTAL HEALTH BOARD FUND	\$	1,500,000
IV. SPECIAL TAX LEVIES		
A. TOTAL TOWN SPECIAL TAX LEVIES	\$	208,730
B. TOTAL GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES	\$	26,585
C. TOTAL SPECIAL POLICE DISTRICT LEVIES	\$	-
GRAND TOTALS	\$	7,359,288

VOTES:

AYES: _____
NAYS: _____
ABSENT: _____
PASS: _____

APPROVED:

TOWN SUPERVISOR

ATTEST:

TOWN CLERK

PASSED this 13th day of December 2023
APPROVED this 13th day of December 2023
PUBLISHED this 13th day of December 2023, in pamphlet form.

COUNTY OF COOK
STATE OF ILLINOIS

CERTIFICATE

I, W. Robert Vinnedge being the duly qualified Clerk of the Township of Schaumburg, Cook County, Illinois, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. 2023-2024 #05 entitled:

AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE GENERAL TOWN FUND, GENERAL ASSISTANCE FUND AND THE MENTAL HEALTH BOARD FUND OF THE TOWN OF SCHAUMBURG FOR THE TAX YEAR 2023, COLLECTABLE IN 2024

Passed and approved by the Supervisor and Board of Trustees of the Township of Schaumburg at a Board meeting properly noticed and held on the 13th day of December 2023, and on file in my custody.

WITNESS MY HAND and corporate seal of said Township of Schaumburg this 13th day of December 2023.

W. Robert Vinnedge, Town Clerk,
Township of Schaumburg

(S E A L)

**COUNTY OF COOK
STATE OF ILLINOIS**

I, Timothy M. Heneghan, do hereby certify I am the duly qualified and acting Supervisor of the Township of Schaumburg, Cook County, Illinois.

I do further certify that the Township of Schaumburg has complied with all applicable provisions of Section 18-60 through 18-85 of the Truth in Taxation Law (35 ILCS 200/18-60 through 18-85) in connection with the Township of Schaumburg General Town Fund, General Assistance Fund and Mental Health Board Fund 2023 Tax Levy Ordinance.

In witness whereunto, I hereunto affix my official signature at office of the Township of Schaumburg, Cook County, Illinois the 13th day of December 2023.

Timothy M. Heneghan, Supervisor
Township of Schaumburg

ATTEST:

W. Robert Vinnedge, Town Clerk
Township of Schaumburg

ORDINANCE NO. 2023-2024 #05
 AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE
 GENERAL TOWN FUND, GENERAL ASSISTANCE FUND AND MENTAL HEALTH BOARD FUND OF THE TOWN OF
 SCHAUMBURG FOR THE TAX YEAR 2023, COLLECTABLE IN 2024

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of the Town of Schaumburg, Cook County, Illinois as follows:

Section 1: That the sum of SEVEN MILLION, SIX HUNDRED AND NINE THOUSAND, TWO HUNDRED EIGHTY EIGHT DOLLARS (\$7,609,288) are hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Schaumburg Township as required by statute or voted by the people in accordance with the law.

Section 2: That should any part of the portion of this Ordinance be declared or adjudged invalid or unconstitutional, such declaration and adjudication shall be severable and shall affect only that part or portion only and shall not affect any other parts or provisions hereof.

Section 3: that the Town Clerk be and is hereby directed to file a certified copy of the Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

Section 5: That the amount levied for each object and purpose shall be as follows:

GENERAL TOWN FUND		2023-2024
<u>COMPENSATION OF TOWN OFFICERS</u>		<u>LEVY</u>
1111011 · Elected Officials Compensations	\$	107,863
TOTAL TOWN OFFICERS	\$	107,863
<u>ADMINISTRATION</u>		
1111110 · Salaries - Town Admin	\$	600,000
1221053 · Human Resources Consulting	\$	12,500
1222010 · Cafeteria Plan Administrations	\$	1,500
1261014 · Pre-Employment Screening	\$	4,000
1421010 · Legal Services	\$	25,000
1421030 · Accounting Services	\$	75,000
1524030 · Health/ Dental Insurance	\$	287,592
1524035 · Life/ Disability Insurance	\$	6,835
1524041 · Fed. Ins. Contrbtn. Act (FICA)	\$	39,690
1731010 · Office Supplies	\$	20,000
1731012 · Copiers	\$	10,000
1732000 · Office Equipment/Furnishing	\$	15,000

1935010 · Postage	\$	15,000
1141020 · Electric	\$	60,000
1141030 · Water	\$	10,000
1336010 · Telephone	\$	35,000
1333009 · Web Support	\$	15,000
1333010 · Internet Service	\$	3,200
1333014 · IT Services	\$	100,000
1542000 · Uniform Clothing Expense	\$	1,600
1742010 · Scavenger Service	\$	7,000
1742020 · Fire/ Security System	\$	8,300
1742030 · Maintenance Equipment	\$	15,000
1742041 · Maintenance Contracts	\$	86,000
1742042 · Building Repairs	\$	40,000
1550110 · Travel	\$	5,000
1151010 · Vehicle Maintenance	\$	5,000
1361012 · Special Events Miscellaneous	\$	35,000
1361015 · Veterans Recognition Expenses	\$	15,000
1561015 · Safety Programs	\$	5,000
1561100 · Special Accomodations	\$	14,000
1762011 · Professional Improvments Town Other	\$	132,000
1921075 · IMRF	\$	76,860
1699900 · Contingency	\$	50,000
TOTAL ADMINISTRATION	\$	1,831,077

ASSESSORS OFFICE

1212010 · Salaries - Assessor	\$	216,000
1233014 · Computer Maintenance County	\$	1,200
1550121 · Transportation/ Mileage Asses	\$	1,500
1662011 · Professional Improvements	\$	8,000
1431010 · Office Supplies	\$	2,000
1432010 · Office Equipment	\$	1,000
1534010 · Printing/ Publishing	\$	1,000
1799900 · Contingency	\$	500
1835010 · Postage	\$	1,000
1514030 · Health/Dental Insurance	\$	33,075
1514035 · Life/Disability Insurance	\$	2,867
1514037 · IMRF Expense	\$	28,127
1514038 · Medicare Insurance	\$	2,756
1514041 · FICA	\$	12,128
1514042 · Unemployment	\$	551
TOTAL ASSESSOR	\$	311,703

<u>MENTAL HEALTH</u>	
1212020 · Mental Health Committee	\$ 2,000
TOTAL MENTAL HEALTH	\$ 2,000

<u>DISABILITY/SENIOR SERVICES</u>	
1999900 · Contingency	\$ 1,000
1950140 · Transportation/ Mileage	\$ 4,000
1361010 · Programs	\$ 80,000
1361011 · Client Assistance	\$ 4,000
1361200 · Interpreting Services	\$ 8,000
1114110 · Salaries - Disability	\$ 560,000
1433017 · Software	\$ 15,000
1662010 · Professional Imprv	\$ 7,000
1531010 · Office Supplies	\$ 1,000
1634010 · Printing/ Publishing	\$ 24,000
1635010 · Postage	\$ 10,000
1114030 · Health/Dental Insurance	\$ 105,840
1114035 · Life/Disability Insurance	\$ 7,277
1114036 · IMRF Expense	\$ 65,880
1114038 · Medicare Insurance	\$ 8,269
1114041 · FICA	\$ 34,178
1114042 · Unemployment	\$ 1,654
TOTAL DISABILITY/SENIOR SERVICES	\$ 937,097

<u>COMMUNITY RELATIONS</u>	
1734010 · Town Crier	\$ 110,000
1734011 · Printing	\$ 5,000
1362020 · Subscriptions	\$ 3,000
1762020 · Public Relations	\$ 13,000
TOTAL COMMUNITY RELATIONS	\$ 131,000

TRANSPORTATION

1514010 · Salaries - Transportation	\$	550,000
1950150 · Transportation Mileage	\$	800
1962011 · Professional Improvement	\$	1,500
1351010 · Fuel	\$	75,000
1351011 · Bus Maintenance & Supplies	\$	70,000
1351020 · Communications	\$	2,000
1261040 · Employee Screening	\$	2,500
1999910 · Contingency	\$	5,500
1131010 · Office Supplies	\$	400
1132010 · Equipment	\$	1,000
1242000 · Uniform Expense	\$	1,200
1333017 · Transportation Software	\$	5,480
6935011 · Postage	\$	250
1514030 · Health/Dental Insurance	\$	61,740
1514035 · IMRF Expense	\$	6,725
1514036 · 401a Contribution	\$	60,390
1514038 · Medicare Insurance	\$	7,938
1514041 · FICA	\$	34,178
1514042 · Unemployment	\$	1,764
TOTAL TRANSPORTATION	\$	888,365

HUMAN SERVICES

1193010 · Total Contractual Services	\$	640,247
TOTAL HUMAN SERVICES	\$	640,247

TOTAL TOWN FUND

\$	4,849,352
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Section 6 GENERAL ASSISTANCE FUND

ADMINISTRATION

2114010 · Salaries - GA	\$	186,142
2261020 · Employee Screening - G.A.	\$	200
2261021 · Client Screening - GAO	\$	100
2524030 · Health Dental Life Disability Ins	\$	143,325
2524050 · Catastrophic Ins For Home Relf	\$	4,250
2831010 · Office Supplies	\$	10,000
2832010 · Pantry Equipment	\$	5,000
2935010 · Postage	\$	1,000
2733017 · Data Proc Software & Maint	\$	8,000
2550110 · Transportation / Mileage	\$	1,500
2851010 · Fuel	\$	2,000
2851013 · New Vehicle	\$	2,500
2762010 · Professional Improvement	\$	2,500
2021075 · IMRF Expense	\$	52,704
2321050 · General Assistance Appeal	\$	500
2321051 · Contingency	\$	1,000
TOTAL ADMINISTRATION	\$	420,721

SPECIAL ASSISTANCE

2761010 · Special Assistance	\$	70,000
TOTAL SPECIAL ASSISTANCE	\$	70,000

HOME RELIEF - GENERAL ASSISTANCE

2970011 · Food	\$	15,000
2970012 · Shelter	\$	15,000
2970013 · Utilities	\$	10,000
2970016 · Personal Essentials	\$	4,800
2970017 · Prescriptions	\$	5,000
2970018 · Medical Care	\$	5,000
2970020 · Transportations	\$	10,000
2970024 · Cobra Ins/ Med Supplies	\$	8,000
2971000 · Hospitalization	\$	6,000
2972000 · Burial Expenses	\$	1,000
2973000 · Vocational Service	\$	3,000
TOTAL HOME RELIEF	\$	82,800

HOME RELIEF EMERGENCY SERVICE

2171012 · Shelter EA	\$	100,000
2171013 · Utilities EA	\$	75,000
2171017 · Prescription Other EA	\$	1,000
2171026 · Transportation	\$	100
2198017 · NW Comm Health Care Mob Dent	\$	25,000
TOTAL HOME RELIEF EMERGENCY SERVICE	\$	201,100

TOTAL GENERAL ASSISTANCE FUND

\$ 774,621

Section 7 MENTAL HEALTH BOARD FUND

ADMINISTRATION

5124040 · Medicare	\$	1,450
5124041 · Fed Ins Contrbn Acct (FICA)	\$	6,200
5114010 · Salaries - MHB	\$	100,000
5524030 · Health Dental Life Disability Ins	\$	30,000
5831010 · Office Supplies	\$	5,000
5935010 · Postage	\$	1,000
5733017 · Data Proc Software & Maint	\$	4,000
5550110 · Transportation / Mileage	\$	1,000
5762010 · Professional Improvement	\$	1,000
5021074 · New 401A Contribution	\$	-
5021075 · IMRF Expense	\$	7,110
5091000 · Pension	\$	12,000
TOTAL ADMINISTRATION	\$	168,760

CONTRACTUAL

5761010 · Agency Contractual	\$	1,581,240
TOTAL CONTRACTUAL	\$	1,581,240
TOTAL MENTAL HEALTH BOARD FUND	\$	1,750,000

Section 8: GENERAL TOWN FUND SPECIAL TAX LEVIES

1421020 · Auditing	\$	7,120
1524000 · State Unemployment Insurance	\$	11,089
1524010 · Worker's Compensation Insurance	\$	24,180
1524020 · Property/ Casualty Insurance	\$	131,564
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TOTAL TOWN SPECIAL TAX LEVIES	\$	208,730

Section 9: GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES

2421020 · Auditing	\$	5,011
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Section 10: Special Police District Levy

Township Special Police District for Unincorporated Area Only per 60ILCS 5/4-28	\$	-
TOTAL SPECIAL POLICE DISTRICT LEVY	\$	-

Section 11: SUMMARY

I. GENERAL TOWN FUND	\$	4,849,352
II. GENERAL ASSISTANCE FUND	\$	774,621
III. MENTAL HEALTH BOARD FUND	\$	1,750,000
IV. SPECIAL TAX LEVIES		
A. TOTAL TOWN SPECIAL TAX LEVIES	\$	208,730
B. TOTAL GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES	\$	26,585
C. TOTAL SPECIAL POLICE DISTRICT LEVIES	\$	-
GRAND TOTALS	\$	7,609,288

VOTES:

AYES: _____
NAYS: _____
ABSENT: _____
PASS: _____

APPROVED:

TOWN SUPERVISOR

ATTEST:

TOWN CLERK

PASSED this 13th day of December 2023
APPROVED this 13th day of December 2023
PUBLISHED this 13th day of December 2023, in pamphlet form.

COUNTY OF COOK
STATE OF ILLINOIS

CERTIFICATE

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Passed and approved by the Supervisor and Board of Trustees of the Township of Schaumburg at a Board meeting properly noticed and held on the 13th day of December 2023, and on file in my custody.

WITNESS MY HAND and corporate seal of said Township of Schaumburg this 13th day of December 2023.

W. Robert Vinnedge, Town Clerk,
Township of Schaumburg

(S E A L)

**COUNTY OF COOK
STATE OF ILLINOIS**

I, Timothy M. Heneghan, do hereby certify I am the duly qualified and acting Supervisor of the Township of Schaumburg, Cook County, Illinois.

I do further certify that the Township of Schaumburg has complied with all applicable provisions of Section 18-60 through 18-85 of the Truth in Taxation Law (35 ILCS 200/18-60 through 18-85) in connection with the Township of Schaumburg General Town Fund, General Assistance Fund and Mental Health Board Fund 2023 Tax Levy Ordinance.

In witness whereunto, I hereunto affix my official signature at office of the Township of Schaumburg, Cook County, Illinois the 13th day of December 2023.

Timothy M. Heneghan, Supervisor
Township of Schaumburg

ATTEST:

W. Robert Vinnedge, Town Clerk
Township of Schaumburg

ORDINANCE NO. 2023-2024 #05
 AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE
 GENERAL TOWN FUND, GENERAL ASSISTANCE FUND AND MENTAL HEALTH BOARD FUND OF THE TOWN OF
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NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of the Town of Schaumburg, Cook County, Illinois as follows:

Section 1: That the sum of SEVEN MILLION, EIGHT HUNDRED FIFTY NINE THOUSAND, TWO HUNDRED EIGHTY EIGHT DOLLARS (\$7,859,288) are hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Schaumburg Township as required by statute or voted by the people in accordance with the law.

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Section 3: that the Town Clerk be and is hereby directed to file a certified copy of the Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

Section 5: That the amount levied for each object and purpose shall be as follows:

GENERAL TOWN FUND		2023-2024
<u>COMPENSATION OF TOWN OFFICERS</u>		<u>LEVY</u>
1111011 · Elected Officials Compensations	\$	107,863
TOTAL TOWN OFFICERS	\$	107,863
<u>ADMINISTRATION</u>		
1111110 · Salaries - Town Admin	\$	600,000
1221053 · Human Resources Consulting	\$	12,500
1222010 · Cafeteria Plan Administrations	\$	1,500
1261014 · Pre-Employment Screening	\$	4,000
1421010 · Legal Services	\$	25,000
1421030 · Accounting Services	\$	75,000
1524030 · Health/ Dental Insurance	\$	287,592
1524035 · Life/ Disability Insurance	\$	6,835
1524041 · Fed. Ins. Contrbtn. Act (FICA)	\$	39,690
1731010 · Office Supplies	\$	20,000
1731012 · Copiers	\$	10,000
1732000 · Office Equipment/Furnishing	\$	15,000

1935010 · Postage	\$	15,000
1141020 · Electric	\$	60,000
1141030 · Water	\$	10,000
1336010 · Telephone	\$	35,000
1333009 · Web Support	\$	15,000
1333010 · Internet Service	\$	3,200
1333014 · IT Services	\$	100,000
1542000 · Uniform Clothing Expense	\$	1,600
1742010 · Scavenger Service	\$	7,000
1742020 · Fire/ Security System	\$	8,300
1742030 · Maintenance Equipment	\$	15,000
1742041 · Maintenance Contracts	\$	86,000
1742042 · Building Repairs	\$	40,000
1550110 · Travel	\$	5,000
1151010 · Vehicle Maintenance	\$	5,000
1361012 · Special Events Miscellaneous	\$	35,000
1361015 · Veterans Recognition Expenses	\$	15,000
1561015 · Safety Programs	\$	5,000
1561100 · Special Accomodations	\$	14,000
1762011 · Professional Improvments Town Other	\$	132,000
1921075 · IMRF	\$	76,860
1699900 · Contingency	\$	50,000
TOTAL ADMINISTRATION	\$	1,831,077

ASSESSORS OFFICE

1212010 · Salaries - Assessor	\$	216,000
1233014 · Computer Maintenance County	\$	1,200
1550121 · Transportation/ Mileage Asses	\$	1,500
1662011 · Professional Improvements	\$	8,000
1431010 · Office Supplies	\$	2,000
1432010 · Office Equipment	\$	1,000
1534010 · Printing/ Publishing	\$	1,000
1799900 · Contingency	\$	500
1835010 · Postage	\$	1,000
1514030 · Health/Dental Insurance	\$	33,075
1514035 · Life/Disability Insurance	\$	2,867
1514037 · IMRF Expense	\$	28,127
1514038 · Medicare Insurance	\$	2,756
1514041 · FICA	\$	12,128
1514042 · Unemployment	\$	551
TOTAL ASSESSOR	\$	311,703

MENTAL HEALTH

1212020 · Mental Health Committee	\$	2,000
TOTAL MENTAL HEALTH	\$	2,000

DISABILITY/SENIOR SERVICES

1999900 · Contingency	\$	1,000
1950140 · Transportation/ Mileage	\$	4,000
1361010 · Programs	\$	80,000
1361011 · Client Assistance	\$	4,000
1361200 · Interpreting Services	\$	8,000
1114110 · Salaries - Disability	\$	560,000
1433017 · Software	\$	15,000
1662010 · Professional Imprv	\$	7,000
1531010 · Office Supplies	\$	1,000
1634010 · Printing/ Publishing	\$	24,000
1635010 · Postage	\$	10,000
1114030 · Health/Dental Insurance	\$	105,840
1114035 · Life/Disability Insurance	\$	7,277
1114036 · IMRF Expense	\$	65,880
1114038 · Medicare Insurance	\$	8,269
1114041 · FICA	\$	34,178
1114042 · Unemployment	\$	1,654
TOTAL DISABILITY/SENIOR SERVICES	\$	937,097

COMMUNITY RELATIONS

1734010 · Town Crier	\$	110,000
1734011 · Printing	\$	5,000
1362020 · Subscriptions	\$	3,000
1762020 · Public Relations	\$	13,000
TOTAL COMMUNITY RELATIONS	\$	131,000

TRANSPORTATION

1514010 · Salaries - Transportation	\$	550,000
1950150 · Transportation Mileage	\$	800
1962011 · Professional Improvement	\$	1,500
1351010 · Fuel	\$	75,000
1351011 · Bus Maintenance & Supplies	\$	70,000
1351020 · Communications	\$	2,000
1261040 · Employee Screening	\$	2,500
1999910 · Contingency	\$	5,500
1131010 · Office Supplies	\$	400
1132010 · Equipment	\$	1,000
1242000 · Uniform Expense	\$	1,200
1333017 · Transportation Software	\$	5,480
6935011 · Postage	\$	250
1514030 · Health/Dental Insurance	\$	61,740
1514035 · IMRF Expense	\$	6,725
1514036 · 401a Contribution	\$	60,390
1514038 · Medicare Insurance	\$	7,938
1514041 · FICA	\$	34,178
1514042 · Unemployment	\$	1,764
TOTAL TRANSPORTATION	\$	888,365

HUMAN SERVICES

1193010 · Total Contractual Services	\$	640,247
TOTAL HUMAN SERVICES	\$	640,247

TOTAL TOWN FUND

\$ 4,849,352

Section 6 GENERAL ASSISTANCE FUND

ADMINISTRATION

2114010 · Salaries - GA	\$	186,142
2261020 · Employee Screening - G.A.	\$	200
2261021 · Client Screening - GAO	\$	100
2524030 · Health Dental Life Disability Ins	\$	143,325
2524050 · Catastrophic Ins For Home Relf	\$	4,250
2831010 · Office Supplies	\$	10,000
2832010 · Pantry Equipment	\$	5,000
2935010 · Postage	\$	1,000
2733017 · Data Proc Software & Maint	\$	8,000
2550110 · Transportation / Mileage	\$	1,500
2851010 · Fuel	\$	2,000
2851013 · New Vehicle	\$	2,500
2762010 · Professional Improvement	\$	2,500
2021075 · IMRF Expense	\$	52,704
2321050 · General Assistance Appeal	\$	500
2321051 · Contingency	\$	1,000
TOTAL ADMINISTRATION	\$	420,721

SPECIAL ASSISTANCE

2761010 · Special Assistance	\$	70,000
TOTAL SPECIAL ASSISTANCE	\$	70,000

HOME RELIEF - GENERAL ASSISTANCE

2970011 · Food	\$	15,000
2970012 · Shelter	\$	15,000
2970013 · Utilities	\$	10,000
2970016 · Personal Essentials	\$	4,800
2970017 · Prescriptions	\$	5,000
2970018 · Medical Care	\$	5,000
2970020 · Transportations	\$	10,000
2970024 · Cobra Ins/ Med Supplies	\$	8,000
2971000 · Hospitalization	\$	6,000
2972000 · Burial Expenses	\$	1,000
2973000 · Vocational Service	\$	3,000
TOTAL HOME RELIEF	\$	82,800

HOME RELIEF EMERGENCY SERVICE

2171012 · Shelter EA	\$	100,000
2171013 · Utilities EA	\$	75,000
2171017 · Prescription Other EA	\$	1,000
2171026 · Transportation	\$	100
2198017 · NW Comm Health Care Mob Dent	\$	25,000
TOTAL HOME RELIEF EMERGENCY SERVICE	\$	201,100

TOTAL GENERAL ASSISTANCE FUND

\$ 774,621

Section 7 MENTAL HEALTH BOARD FUND

ADMINISTRATION

5124040 · Medicare	\$	1,450
5124041 · Fed Ins Contrbn Acct (FICA)	\$	6,200
5114010 · Salaries - MHB	\$	100,000
5524030 · Health Dental Life Disability Ins	\$	30,000
5831010 · Office Supplies	\$	5,000
5935010 · Postage	\$	1,000
5733017 · Data Proc Software & Maint	\$	4,000
5550110 · Transportation / Mileage	\$	1,000
5762010 · Professional Improvement	\$	1,000
5021075 · IMRF Expense	\$	7,110
5091000 · Pension	\$	14,000
TOTAL ADMINISTRATION	\$	<u>170,760</u>

CONTRACTUAL

5761010 · Agency Contractual	\$	<u>1,829,240</u>
TOTAL CONTRACTUAL	\$	1,829,240
TOTAL MENTAL HEALTH BOARD FUND	\$	2,000,000

Section 8: GENERAL TOWN FUND SPECIAL TAX LEVIES

1421020 · Auditing	\$	7,120
1524000 · State Unemployment Insurance	\$	11,089
1524010 · Worker's Compensation Insurance	\$	24,180
1524020 · Property/ Casualty Insurance	\$	131,564
1524040 · Medicare/Social Security	\$	34,777
TOTAL TOWN SPECIAL TAX LEVIES	\$	208,730

Section 9: GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES

2421020 · Auditing	\$	5,011
2524000 · State Unemployment Insurance	\$	3,257
2124040 · Medicare/Social Security	\$	18,317
TOTAL GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES	\$	26,585

Section 10: Special Police District Levy

Township Special Police District for Unincorporated Area Only per 60ILCS 5/4-28	\$	-
TOTAL SPECIAL POLICE DISTRICT LEVY	\$	-

Section 11: SUMMARY

I. GENERAL TOWN FUND	\$	4,849,352
II. GENERAL ASSISTANCE FUND	\$	774,621
III. MENTAL HEALTH BOARD FUND	\$	2,000,000
IV. SPECIAL TAX LEVIES		
A. TOTAL TOWN SPECIAL TAX LEVIES	\$	208,730
B. TOTAL GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES	\$	26,585
C. TOTAL SPECIAL POLICE DISTRICT LEVIES	\$	-
GRAND TOTALS	\$	7,859,288

VOTES:

AYES: _____
NAYS: _____
ABSENT: _____
PASS: _____

APPROVED:

TOWN SUPERVISOR

ATTEST:

TOWN CLERK

PASSED this 13th day of December 2023
APPROVED this 13th day of December 2023
PUBLISHED this 13th day of December 2023, in pamphlet form.

COUNTY OF COOK
STATE OF ILLINOIS

CERTIFICATE

I, W. Robert Vinnedge being the duly qualified Clerk of the Township of Schaumburg, Cook County, Illinois, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. 2023-2024 #05 entitled:

AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE GENERAL TOWN FUND, GENERAL ASSISTANCE FUND AND THE MENTAL HEALTH BOARD FUND OF THE TOWN OF SCHAUMBURG FOR THE TAX YEAR 2023, COLLECTABLE IN 2024

Passed and approved by the Supervisor and Board of Trustees of the Township of Schaumburg at a Board meeting properly noticed and held on the 13th day of December 2023, and on file in my custody.

WITNESS MY HAND and corporate seal of said Township of Schaumburg this 13th day of December 2023.

W. Robert Vinnedge, Town Clerk,
Township of Schaumburg

(S E A L)

**COUNTY OF COOK
STATE OF ILLINOIS**

I, Timothy M. Heneghan, do hereby certify I am the duly qualified and acting Supervisor of the Township of Schaumburg, Cook County, Illinois.

I do further certify that the Township of Schaumburg has complied with all applicable provisions of Section 18-60 through 18-85 of the Truth in Taxation Law (35 ILCS 200/18-60 through 18-85) in connection with the Township of Schaumburg General Town Fund, General Assistance Fund and Mental Health Board Fund 2023 Tax Levy Ordinance.

In witness whereunto, I hereunto affix my official signature at office of the Township of Schaumburg, Cook County, Illinois the 13th day of December 2023.

Timothy M. Heneghan, Supervisor
Township of Schaumburg

ATTEST:

W. Robert Vinnedge, Town Clerk
Township of Schaumburg

ORDINANCE NO. 2023-2024 #05
 AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE
 GENERAL TOWN FUND, GENERAL ASSISTANCE FUND AND MENTAL HEALTH BOARD FUND OF THE TOWN OF
 SCHAUMBURG FOR THE TAX YEAR 2023, COLLECTABLE IN 2024

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of the Town of Schaumburg, Cook County, Illinois as follows:

Section 1: That the sum of EIGHT MILLION, ONE HUNDRED AND NINE THOUSAND, TWO HUNDRED EIGHTY EIGHT DOLLARS (\$8,109,288) are hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Schaumburg Township as required by statute or voted by the people in accordance with the law.

Section 2: That should any part of the portion of this Ordinance be declared or adjudged invalid or unconstitutional, such declaration and adjudication shall be severable and shall affect only that part or portion only and shall not affect any other parts or provisions hereof.

Section 3: that the Town Clerk be and is hereby directed to file a certified copy of the Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

Section 5: That the amount levied for each object and purpose shall be as follows:

GENERAL TOWN FUND		2023-2024
<u>COMPENSATION OF TOWN OFFICERS</u>		<u>LEVY</u>
1111011 · Elected Officials Compensations	\$	107,863
TOTAL TOWN OFFICERS	\$	107,863
<u>ADMINISTRATION</u>		
1111110 · Salaries - Town Admin	\$	600,000
1221053 · Human Resources Consulting	\$	12,500
1222010 · Cafeteria Plan Administrations	\$	1,500
1261014 · Pre-Employment Screening	\$	4,000
1421010 · Legal Services	\$	25,000
1421030 · Accounting Services	\$	75,000
1524030 · Health/ Dental Insurance	\$	287,592
1524035 · Life/ Disability Insurance	\$	6,835
1524041 · Fed. Ins. Contrbtn. Act (FICA)	\$	39,690
1731010 · Office Supplies	\$	20,000
1731012 · Copiers	\$	10,000
1732000 · Office Equipment/Furnishing	\$	15,000

1935010 · Postage	\$	15,000
1141020 · Electric	\$	60,000
1141030 · Water	\$	10,000
1336010 · Telephone	\$	35,000
1333009 · Web Support	\$	15,000
1333010 · Internet Service	\$	3,200
1333014 · IT Services	\$	100,000
1542000 · Uniform Clothing Expense	\$	1,600
1742010 · Scavenger Service	\$	7,000
1742020 · Fire/ Security System	\$	8,300
1742030 · Maintenance Equipment	\$	15,000
1742041 · Maintenance Contracts	\$	86,000
1742042 · Building Repairs	\$	40,000
1550110 · Travel	\$	5,000
1151010 · Vehicle Maintenance	\$	5,000
1361012 · Special Events Miscellaneous	\$	35,000
1361015 · Veterans Recognition Expenses	\$	15,000
1561015 · Safety Programs	\$	5,000
1561100 · Special Accomodations	\$	14,000
1762011 · Professional Improvments Town Other	\$	132,000
1921075 · IMRF	\$	76,860
1699900 · Contingency	\$	50,000
TOTAL ADMINISTRATION	\$	1,831,077

ASSESSORS OFFICE

1212010 · Salaries - Assessor	\$	216,000
1233014 · Computer Maintenance County	\$	1,200
1550121 · Transportation/ Mileage Asses	\$	1,500
1662011 · Professional Improvements	\$	8,000
1431010 · Office Supplies	\$	2,000
1432010 · Office Equipment	\$	1,000
1534010 · Printing/ Publishing	\$	1,000
1799900 · Contingency	\$	500
1835010 · Postage	\$	1,000
1514030 · Health/Dental Insurance	\$	33,075
1514035 · Life/Disability Insurance	\$	2,867
1514037 · IMRF Expense	\$	28,127
1514038 · Medicare Insurance	\$	2,756
1514041 · FICA	\$	12,128
1514042 · Unemployment	\$	551
TOTAL ASSESSOR	\$	311,703

<u>MENTAL HEALTH</u>	
1212020 · Mental Health Committee	\$ 2,000
TOTAL MENTAL HEALTH	\$ 2,000

<u>DISABILITY/SENIOR SERVICES</u>	
1999900 · Contingency	\$ 1,000
1950140 · Transportation/ Mileage	\$ 4,000
1361010 · Programs	\$ 80,000
1361011 · Client Assistance	\$ 4,000
1361200 · Interpreting Services	\$ 8,000
1114110 · Salaries - Disability	\$ 560,000
1433017 · Software	\$ 15,000
1662010 · Professional Imprv	\$ 7,000
1531010 · Office Supplies	\$ 1,000
1634010 · Printing/ Publishing	\$ 24,000
1635010 · Postage	\$ 10,000
1114030 · Health/Dental Insurance	\$ 105,840
1114035 · Life/Disability Insurance	\$ 7,277
1114036 · IMRF Expense	\$ 65,880
1114038 · Medicare Insurance	\$ 8,269
1114041 · FICA	\$ 34,178
1114042 · Unemployment	\$ 1,654
TOTAL DISABILITY/SENIOR SERVICES	\$ 937,097

<u>COMMUNITY RELATIONS</u>	
1734010 · Town Crier	\$ 110,000
1734011 · Printing	\$ 5,000
1362020 · Subscriptions	\$ 3,000
1762020 · Public Relations	\$ 13,000
TOTAL COMMUNITY RELATIONS	\$ 131,000

TRANSPORTATION

1514010 · Salaries - Transportation	\$	550,000
1950150 · Transportation Mileage	\$	800
1962011 · Professional Improvement	\$	1,500
1351010 · Fuel	\$	75,000
1351011 · Bus Maintenance & Supplies	\$	70,000
1351020 · Communications	\$	2,000
1261040 · Employee Screening	\$	2,500
1999910 · Contingency	\$	5,500
1131010 · Office Supplies	\$	400
1132010 · Equipment	\$	1,000
1242000 · Uniform Expense	\$	1,200
1333017 · Transportation Software	\$	5,480
6935011 · Postage	\$	250
1514030 · Health/Dental Insurance	\$	61,740
1514035 · IMRF Expense	\$	6,725
1514036 · 401a Contribution	\$	60,390
1514038 · Medicare Insurance	\$	7,938
1514041 · FICA	\$	34,178
1514042 · Unemployment	\$	1,764
TOTAL TRANSPORTATION	\$	888,365

HUMAN SERVICES

1193010 · Total Contractual Services	\$	640,247
TOTAL HUMAN SERVICES	\$	640,247

TOTAL TOWN FUND

\$	4,849,352
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Section 6 GENERAL ASSISTANCE FUND

ADMINISTRATION

2114010 · Salaries - GA	\$	186,142
2261020 · Employee Screening - G.A.	\$	200
2261021 · Client Screening - GAO	\$	100
2524030 · Health Dental Life Disability Ins	\$	143,325
2524050 · Catastrophic Ins For Home Relf	\$	4,250
2831010 · Office Supplies	\$	10,000
2832010 · Pantry Equipment	\$	5,000
2935010 · Postage	\$	1,000
2733017 · Data Proc Software & Maint	\$	8,000
2550110 · Transportation / Mileage	\$	1,500
2851010 · Fuel	\$	2,000
2851013 · New Vehicle	\$	2,500
2762010 · Professional Improvement	\$	2,500
2021075 · IMRF Expense	\$	52,704
2321050 · General Assistance Appeal	\$	500
2321051 · Contingency	\$	1,000
TOTAL ADMINISTRATION	\$	420,721

SPECIAL ASSISTANCE

2761010 · Special Assistance	\$	70,000
TOTAL SPECIAL ASSISTANCE	\$	70,000

HOME RELIEF - GENERAL ASSISTANCE

2970011 · Food	\$	15,000
2970012 · Shelter	\$	15,000
2970013 · Utilities	\$	10,000
2970016 · Personal Essentials	\$	4,800
2970017 · Prescriptions	\$	5,000
2970018 · Medical Care	\$	5,000
2970020 · Transportations	\$	10,000
2970024 · Cobra Ins/ Med Supplies	\$	8,000
2971000 · Hospitalization	\$	6,000
2972000 · Burial Expenses	\$	1,000
2973000 · Vocational Service	\$	3,000
TOTAL HOME RELIEF	\$	82,800

HOME RELIEF EMERGENCY SERVICE

2171012 · Shelter EA	\$	100,000
2171013 · Utilities EA	\$	75,000
2171017 · Prescription Other EA	\$	1,000
2171026 · Transportation	\$	100
2198017 · NW Comm Health Care Mob Dent	\$	25,000
TOTAL HOME RELIEF EMERGENCY SERVICE	\$	201,100

TOTAL GENERAL ASSISTANCE FUND

\$ 774,621

Section 7 MENTAL HEALTH BOARD FUND

ADMINISTRATION

5124040 · Medicare	\$	1,450
5124041 · Fed Ins Contrbn Acct (FICA)	\$	6,200
5114010 · Salaries - MHB	\$	100,000
5524030 · Health Dental Life Disability Ins	\$	30,000
5831010 · Office Supplies	\$	5,000
5935010 · Postage	\$	1,000
5733017 · Data Proc Software & Maint	\$	4,000
5550110 · Transportation / Mileage	\$	1,000
5762010 · Professional Improvement	\$	1,000
5021074 · New 401A Contribution	\$	-
5021075 · IMRF Expense	\$	7,110
5091000 · Pension	\$	16,000
TOTAL ADMINISTRATION	\$	172,760

CONTRACTUAL

5761010 · Agency Contractual	\$	2,077,240
TOTAL CONTRACTUAL	\$	2,077,240
TOTAL MENTAL HEALTH BOARD FUND	\$	2,250,000

Section 8: GENERAL TOWN FUND SPECIAL TAX LEVIES

1421020 · Auditing	\$	7,120
1524000 · State Unemployment Insurance	\$	11,089
1524010 · Worker's Compensation Insurance	\$	24,180
1524020 · Property/ Casualty Insurance	\$	131,564
1524040 · Medicare/Social Security	\$	34,777
TOTAL TOWN SPECIAL TAX LEVIES	\$	208,730

Section 9: GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES

2421020 · Auditing	\$	5,011
2524000 · State Unemployment Insurance	\$	3,257
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TOTAL GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES	\$	26,585

Section 10: Special Police District Levy

Township Special Police District for Unincorporated Area Only per 60ILCS 5/4-28	\$	-
TOTAL SPECIAL POLICE DISTRICT LEVY	\$	-

Section 11: SUMMARY

I. GENERAL TOWN FUND	\$	4,849,352
II. GENERAL ASSISTANCE FUND	\$	774,621
III. MENTAL HEALTH BOARD FUND	\$	2,250,000
IV. SPECIAL TAX LEVIES		
A. TOTAL TOWN SPECIAL TAX LEVIES	\$	208,730
B. TOTAL GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES	\$	26,585
C. TOTAL SPECIAL POLICE DISTRICT LEVIES	\$	-
GRAND TOTALS	\$	8,109,288

VOTES:

AYES: _____
NAYS: _____
ABSENT: _____
PASS: _____

APPROVED:

TOWN SUPERVISOR

ATTEST:

TOWN CLERK

PASSED this 13th day of December 2023
APPROVED this 13th day of December 2023
PUBLISHED this 13th day of December 2023, in pamphlet form.

COUNTY OF COOK
STATE OF ILLINOIS

CERTIFICATE

I, W. Robert Vinnedge being the duly qualified Clerk of the Township of Schaumburg, Cook County, Illinois, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. 2023-2024 #05 entitled:

AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE GENERAL TOWN FUND, GENERAL ASSISTANCE FUND AND THE MENTAL HEALTH BOARD FUND OF THE TOWN OF SCHAUMBURG FOR THE TAX YEAR 2023, COLLECTABLE IN 2024

Passed and approved by the Supervisor and Board of Trustees of the Township of Schaumburg at a Board meeting properly noticed and held on the 13th day of December 2023, and on file in my custody.

WITNESS MY HAND and corporate seal of said Township of Schaumburg this 13th day of December 2023.

W. Robert Vinnedge, Town Clerk,
Township of Schaumburg

(S E A L)

**COUNTY OF COOK
STATE OF ILLINOIS**

I, Timothy M. Heneghan, do hereby certify I am the duly qualified and acting Supervisor of the Township of Schaumburg, Cook County, Illinois.

I do further certify that the Township of Schaumburg has complied with all applicable provisions of Section 18-60 through 18-85 of the Truth in Taxation Law (35 ILCS 200/18-60 through 18-85) in connection with the Township of Schaumburg General Town Fund, General Assistance Fund and Mental Health Board Fund 2023 Tax Levy Ordinance.

In witness whereunto, I hereunto affix my official signature at office of the Township of Schaumburg, Cook County, Illinois the 13th day of December 2023.

Timothy M. Heneghan, Supervisor
Township of Schaumburg

ATTEST:

W. Robert Vinnedge, Town Clerk
Township of Schaumburg

ORDINANCE NO. 2023-2024 #05
 AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE
 GENERAL TOWN FUND, GENERAL ASSISTANCE FUND AND MENTAL HEALTH BOARD FUND OF THE TOWN OF
 SCHAUMBURG FOR THE TAX YEAR 2023, COLLECTABLE IN 2024

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of the Town of Schaumburg, Cook County, Illinois as follows:

Section 1: That the sum of EIGHT MILLION, THREE HUNDRED FIFTY NINE THOUSAND, TWO HUNDRED EIGHTY EIGHT DOLLARS (\$8,359,288) are hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Schaumburg Township as required by statute or voted by the people in accordance with the law.

Section 2: That should any part of the portion of this Ordinance be declared or adjudged invalid or unconstitutional, such declaration and adjudication shall be severable and shall affect only that part or portion only and shall not affect any other parts or provisions hereof.

Section 3: that the Town Clerk be and is hereby directed to file a certified copy of the Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

Section 5: That the amount levied for each object and purpose shall be as follows:

GENERAL TOWN FUND		2023-2024
<u>COMPENSATION OF TOWN OFFICERS</u>		<u>LEVY</u>
1111011 · Elected Officials Compensations	\$	107,863
TOTAL TOWN OFFICERS	\$	107,863
<u>ADMINISTRATION</u>		
1111110 · Salaries - Town Admin	\$	600,000
1221053 · Human Resources Consulting	\$	12,500
1222010 · Cafeteria Plan Administrations	\$	1,500
1261014 · Pre-Employment Screening	\$	4,000
1421010 · Legal Services	\$	25,000
1421030 · Accounting Services	\$	75,000
1524030 · Health/ Dental Insurance	\$	287,592
1524035 · Life/ Disability Insurance	\$	6,835
1524041 · Fed. Ins. Contrb. Act (FICA)	\$	39,690
1731010 · Office Supplies	\$	20,000
1731012 · Copiers	\$	10,000
1732000 · Office Equipment/Furnishing	\$	15,000

1935010 · Postage	\$	15,000
1141020 · Electric	\$	60,000
1141030 · Water	\$	10,000
1336010 · Telephone	\$	35,000
1333009 · Web Support	\$	15,000
1333010 · Internet Service	\$	3,200
1333014 · IT Services	\$	100,000
1542000 · Uniform Clothing Expense	\$	1,600
1742010 · Scavenger Service	\$	7,000
1742020 · Fire/ Security System	\$	8,300
1742030 · Maintenance Equipment	\$	15,000
1742041 · Maintenance Contracts	\$	86,000
1742042 · Building Repairs	\$	40,000
1550110 · Travel	\$	5,000
1151010 · Vehicle Maintenance	\$	5,000
1361012 · Special Events Miscellaneous	\$	35,000
1361015 · Veterans Recognition Expenses	\$	15,000
1561015 · Safety Programs	\$	5,000
1561100 · Special Accomodations	\$	14,000
1762011 · Professional Improvments Town Other	\$	132,000
1921075 · IMRF	\$	76,860
1699900 · Contingency	\$	50,000
TOTAL ADMINISTRATION	\$	1,831,077

ASSESSORS OFFICE

1212010 · Salaries - Assessor	\$	216,000
1233014 · Computer Maintenance County	\$	1,200
1550121 · Transportation/ Mileage Asses	\$	1,500
1662011 · Professional Improvements	\$	8,000
1431010 · Office Supplies	\$	2,000
1432010 · Office Equipment	\$	1,000
1534010 · Printing/ Publishing	\$	1,000
1799900 · Contingency	\$	500
1835010 · Postage	\$	1,000
1514030 · Health/Dental Insurance	\$	33,075
1514035 · Life/Disability Insurance	\$	2,867
1514037 · IMRF Expense	\$	28,127
1514038 · Medicare Insurance	\$	2,756
1514041 · FICA	\$	12,128
1514042 · Unemployment	\$	551
TOTAL ASSESSOR	\$	311,703

MENTAL HEALTH

1212020 · Mental Health Committee	\$	2,000
TOTAL MENTAL HEALTH	\$	2,000

DISABILITY/SENIOR SERVICES

1999900 · Contingency	\$	1,000
1950140 · Transportation/ Mileage	\$	4,000
1361010 · Programs	\$	80,000
1361011 · Client Assistance	\$	4,000
1361200 · Interpreting Services	\$	8,000
1114110 · Salaries - Disability	\$	560,000
1433017 · Software	\$	15,000
1662010 · Professional Imprv	\$	7,000
1531010 · Office Supplies	\$	1,000
1634010 · Printing/ Publishing	\$	24,000
1635010 · Postage	\$	10,000
1114030 · Health/Dental Insurance	\$	105,840
1114035 · Life/Disability Insurance	\$	7,277
1114036 · IMRF Expense	\$	65,880
1114038 · Medicare Insurance	\$	8,269
1114041 · FICA	\$	34,178
1114042 · Unemployment	\$	1,654
TOTAL DISABILITY/SENIOR SERVICES	\$	937,097

COMMUNITY RELATIONS

1734010 · Town Crier	\$	110,000
1734011 · Printing	\$	5,000
1362020 · Subscriptions	\$	3,000
1762020 · Public Relations	\$	13,000
TOTAL COMMUNITY RELATIONS	\$	131,000

TRANSPORTATION

1514010 · Salaries - Transportation	\$	550,000
1950150 · Transportation Mileage	\$	800
1962011 · Professional Improvement	\$	1,500
1351010 · Fuel	\$	75,000
1351011 · Bus Maintenance & Supplies	\$	70,000
1351020 · Communications	\$	2,000
1261040 · Employee Screening	\$	2,500
1999910 · Contingency	\$	5,500
1131010 · Office Supplies	\$	400
1132010 · Equipment	\$	1,000
1242000 · Uniform Expense	\$	1,200
1333017 · Transportation Software	\$	5,480
6935011 · Postage	\$	250
1514030 · Health/Dental Insurance	\$	61,740
1514035 · IMRF Expense	\$	6,725
1514036 · 401a Contribution	\$	60,390
1514038 · Medicare Insurance	\$	7,938
1514041 · FICA	\$	34,178
1514042 · Unemployment	\$	1,764
TOTAL TRANSPORTATION	\$	888,365

HUMAN SERVICES

1193010 · Total Contractual Services	\$	640,247
TOTAL HUMAN SERVICES	\$	640,247

TOTAL TOWN FUND

\$ 4,849,352

Section 6 GENERAL ASSISTANCE FUND

ADMINISTRATION

2114010 · Salaries - GA	\$	186,142
2261020 · Employee Screening - G.A.	\$	200
2261021 · Client Screening - GAO	\$	100
2524030 · Health Dental Life Disability Ins	\$	143,325
2524050 · Catastrophic Ins For Home Relf	\$	4,250
2831010 · Office Supplies	\$	10,000
2832010 · Pantry Equipment	\$	5,000
2935010 · Postage	\$	1,000
2733017 · Data Proc Software & Maint	\$	8,000
2550110 · Transportation / Mileage	\$	1,500
2851010 · Fuel	\$	2,000
2851013 · New Vehicle	\$	2,500
2762010 · Professional Improvement	\$	2,500
2021075 · IMRF Expense	\$	52,704
2321050 · General Assistance Appeal	\$	500
2321051 · Contingency	\$	1,000
TOTAL ADMINISTRATION	\$	420,721

SPECIAL ASSISTANCE

2761010 · Special Assistance	\$	70,000
TOTAL SPECIAL ASSISTANCE	\$	70,000

HOME RELIEF - GENERAL ASSISTANCE

2970011 · Food	\$	15,000
2970012 · Shelter	\$	15,000
2970013 · Utilities	\$	10,000
2970016 · Personal Essentials	\$	4,800
2970017 · Prescriptions	\$	5,000
2970018 · Medical Care	\$	5,000
2970020 · Transportations	\$	10,000
2970024 · Cobra Ins/ Med Supplies	\$	8,000
2971000 · Hospitalization	\$	6,000
2972000 · Burial Expenses	\$	1,000
2973000 · Vocational Service	\$	3,000
TOTAL HOME RELIEF	\$	82,800

HOME RELIEF EMERGENCY SERVICE

2171012 · Shelter EA	\$	100,000
2171013 · Utilities EA	\$	75,000
2171017 · Prescription Other EA	\$	1,000
2171026 · Transportation	\$	100
2198017 · NW Comm Health Care Mob Dent	\$	25,000
TOTAL HOME RELIEF EMERGENCY SERVICE	\$	201,100

TOTAL GENERAL ASSISTANCE FUND

\$ 774,621

Section 7 MENTAL HEALTH BOARD FUND

ADMINISTRATION

5124040 · Medicare	\$	1,450
5124041 · Fed Ins Contrbn Acct (FICA)	\$	6,200
5114010 · Salaries - MHB	\$	100,000
5524030 · Health Dental Life Disability Ins	\$	30,000
5831010 · Office Supplies	\$	5,000
5935010 · Postage	\$	1,000
5733017 · Data Proc Software & Maint	\$	4,000
5550110 · Transportation / Mileage	\$	1,000
5762010 · Professional Improvement	\$	1,000
5021074 · New 401A Contribution	\$	-
5021075 · IMRF Expense	\$	7,110
5091000 · Pension	\$	18,000
TOTAL ADMINISTRATION	\$	174,760

CONTRACTUAL

5761010 · Agency Contractual	\$	2,325,240
TOTAL CONTRACTUAL	\$	2,325,240
TOTAL MENTAL HEALTH BOARD FUND	\$	2,500,000

Section 8: GENERAL TOWN FUND SPECIAL TAX LEVIES

1421020 · Auditing	\$	7,120
1524000 · State Unemployment Insurance	\$	11,089
1524010 · Worker's Compensation Insurance	\$	24,180
1524020 · Property/ Casualty Insurance	\$	131,564
1524040 · Medicare/Social Security	\$	34,777
TOTAL TOWN SPECIAL TAX LEVIES	\$	208,730

Section 9: GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES

2421020 · Auditing	\$	5,011
2524000 · State Unemployment Insurance	\$	3,257
2124040 · Medicare/Social Security	\$	18,317
TOTAL GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES	\$	26,585

Section 10: Special Police District Levy

Township Special Police District for Unincorporated Area Only per 60ILCS 5/4-28	\$	-
TOTAL SPECIAL POLICE DISTRICT LEVY	\$	-

Section 11: SUMMARY

I. GENERAL TOWN FUND	\$	4,849,352
II. GENERAL ASSISTANCE FUND	\$	774,621
III. MENTAL HEALTH BOARD FUND	\$	2,500,000
IV. SPECIAL TAX LEVIES		
A. TOTAL TOWN SPECIAL TAX LEVIES	\$	208,730
B. TOTAL GENERAL ASSISTANCE FUND SPECIAL TAX LEVIES	\$	26,585
C. TOTAL SPECIAL POLICE DISTRICT LEVIES	\$	-
GRAND TOTALS	\$	8,359,288

VOTES:

AYES: _____
NAYS: _____
ABSENT: _____
PASS: _____

APPROVED:

TOWN SUPERVISOR

ATTEST:

TOWN CLERK

PASSED this 13th day of December 2023
APPROVED this 13th day of December 2023
PUBLISHED this 13th day of December 2023, in pamphlet form.

COUNTY OF COOK
STATE OF ILLINOIS

CERTIFICATE

I, W. Robert Vinnedge being the duly qualified Clerk of the Township of Schaumburg, Cook County, Illinois, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. 2023-2024 #05 entitled:

AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR THE GENERAL TOWN FUND, GENERAL ASSISTANCE FUND AND THE MENTAL HEALTH BOARD FUND OF THE TOWN OF SCHAUMBURG FOR THE TAX YEAR 2023, COLLECTABLE IN 2024

Passed and approved by the Supervisor and Board of Trustees of the Township of Schaumburg at a Board meeting properly noticed and held on the 13th day of December 2023, and on file in my custody.

WITNESS MY HAND and corporate seal of said Township of Schaumburg this 13th day of December 2023.

W. Robert Vinnedge, Town Clerk,
Township of Schaumburg

(S E A L)

**COUNTY OF COOK
STATE OF ILLINOIS**

I, Timothy M. Heneghan, do hereby certify I am the duly qualified and acting Supervisor of the Township of Schaumburg, Cook County, Illinois.

I do further certify that the Township of Schaumburg has complied with all applicable provisions of Section 18-60 through 18-85 of the Truth in Taxation Law (35 ILCS 200/18-60 through 18-85) in connection with the Township of Schaumburg General Town Fund, General Assistance Fund and Mental Health Board Fund 2023 Tax Levy Ordinance.

In witness whereunto, I hereunto affix my official signature at office of the Township of Schaumburg, Cook County, Illinois the 13th day of December 2023.

Timothy M. Heneghan, Supervisor
Township of Schaumburg

ATTEST:

W. Robert Vinnedge, Town Clerk
Township of Schaumburg

RESOLUTION NO. 2023/2024 #4

**RESOLUTION APPROVING THE REVISED
TOWNSHIP OF SCHAUMBURG PERSONNEL POLICY**

WHEREAS, the Personnel Policy of the Township of Schaumburg serves as a guideline to advise employees of the personnel policies and procedures pertaining to their employment and to inform all employees of the policies, procedures, and benefits available to them; and

WHEREAS, the Board of Trustees of Township of Schaumburg reserves the right to review and revise the Personnel Policy; and

WHEREAS, the Board of Trustees of the Township of Schaumburg deem it desirable, necessary and in the best interest of the Township to approve the revised Township of Schaumburg Personnel Policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Township of Schaumburg, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2. The revised Township of Schaumburg Personnel Policy, is hereby approved in substantially the form attached hereto as Exhibit "A."

Section 3. All prior policies of the Township, in conflict with the policies contained in this revised Township of Schaumburg Personnel Policy, attached as Exhibit "A," are hereby rescinded and are replaced with the policies contained in said Personnel Policy.

Section 4. This Resolution shall be in full force and effect upon its adoption and approval, as provided by law.

ADOPTED this ____ day of _____, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

Timothy M. Heneghan
Schaumburg Township Supervisor

ATTESTED and filed in my office
this ____ day of _____, 2023.

W. Robert Vinnedge
Township Clerk

EXHIBIT A
Township of Schaumburg Personnel Policy



Personnel Policy

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SECTION 1. INTRODUCTION

1.1 Purpose

The purpose of this Personnel Policy (“Handbook”) is to assist Township of Schaumburg (“Township”) leadership and staff in the uniform and equitable application of personnel practices and to inform Township employees about various aspects of their employment. It is the responsibility of each employee to carefully read this Handbook, be familiar with its contents, and adhere to its policies.

1.2 Employee at Will Status

All Township employees are employees-at-will. Either party may end the employment relationship, with or without cause or notice, at any time. This Handbook is not a contract of employment, nor does it in any way alter the employment-at-will relationship. The Township reserves the right to modify, revoke, suspend, terminate, or change any plans, policies, procedures, or benefits described in this Handbook at any time. By signing the receipt on the last page of this Handbook, the employee acknowledges that they understand the personnel policies set forth herein and that their employment can be terminated, with or without cause, at any time, at the option of the Township.

1.3 Employee Classifications

The following definitions will be used in classifying employees:

- **Probationary employee:** One who is within the first 180 days or more of employment and has not been established as a regular employee.
- **Full-time employees:** Full-time employees are those employees whose duties normally require 40 or more hours each workweek.
- **Part-time employee:** Part-time employees are those employees whose duties normally require less than 40 hours per week.
- **Temporary, seasonal or intermittent employees and/or interns:** Temporary, seasonal or intermittent employees and/or interns are those employees who are hired, on a full-time or part-time basis, to work for a definite, specified period of time, and in most cases, whose normal duties do not require services on any regular basis, or one who was employed in connection with a specific project or assignment, or for a limited period without any promise of continued, regular employment.
- **Nonexempt employees:** A nonexempt employee is an employee who is paid on an hourly basis and is not excluded from the overtime rules of the Fair Labor Standards Act. In other words, a nonexempt employee is entitled to overtime pay if they work over 40 hours in a workweek.
- **Exempt employees:** Any exempt employee is an employee who is paid on a salary basis and is exempt from the overtime requirements of the Fair Labor Standards Act. Exempt employees are compensated for the performance of assigned duties regardless of the hours needed to complete those tasks and should have no expectation of additional compensation for work over 40 hours in any given workweek.

Commented [MW1]: The consideration of moving to 40 hours for all FT staff is dependent on the Board decision; with additional information from the cost analysis from James.

SECTION 2: EMPLOYEE WORKING CONDITIONS

2.1 Equal Opportunity Employment

The Township is an equal opportunity employer committed to complying with all applicable state and federal laws and regulations relating to equal employment opportunities. The Township prohibits discrimination with respect to the terms and conditions of employment on the basis of an individual's actual or perceived race, color, creed, religion, ancestry, national origin, sexual orientation, gender identity, age, sex, citizenship, veteran status, pregnancy, medical or common conditions relating to pregnancy and childbirth, genetic information, unfavorable discharge from military service, arrest record, conviction record, traits associated with race, including but not limited to hair texture or protective styles such as braids, locks or twists, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence marital status, parental status, disability, perceived disability, association with a disabled person, or any other protected status or characteristic. This policy governs all aspects of employment, including recruitment, selection, job assignment, compensation, discipline, discharge, promotion, leaves of absence, termination, and access to benefits and training.

It is the policy of the Township of Schaumburg to provide all employees with equal employment opportunities without discrimination based on family relations. No relative shall be assigned or hired into a position where the employee would be required to supervise or be supervised by another relative, whether directly or indirectly. This policy is not intended to preclude the employment of relatives in other departments within Township of Schaumburg.

This policy is intended to comply with the requirements of all applicable federal, state, and local laws.

2.2 Workday, Lunch and Break Times

The Township of Schaumburg standard hours are Monday-Friday, 8:30am-5pm. Mondays-Thursday, the Township is open until 10pm for meetings, events, and community gatherings. Hours may vary at the discretion of the Township Administrator.

- Workday hours, breaks, and lunch periods shall be established in the most appropriate manner for maintaining departmental operations.
- Workday hours:
 - Each employee is expected to work their assigned hours.
 - These regular business hours may be extended, reduced, or otherwise amended with Board approval.

Employees shall report promptly to their designated working place, or other assigned location, and shall devote their entire efforts during working hours to assigned duties. In the event that an employee is unable to report for work as scheduled, their supervisor shall be notified by telephone (and/or text message) *at least 60 minutes prior* to their designated starting time. Failure to notify their supervisor as provided herein may result in an unexcused absence, which may result in discipline.

The Township Administrator, or, in their absence, the Director of Administrative Services, shall have the authority to close the building in the event of an emergency. The Township Administrator or Director of Administrative Services shall have the responsibility for notifying staff and appropriate Township Officials concerning possible revised office schedules. The Township Administrator will determine, on a case-by-case basis, if impacted employees will receive pay due to closing.

Full-time employees are provided with a one-hour **paid** lunch break to be taken as determined by management. Part-time employees working at least 5-hours in a day have 30-minute paid lunch breaks. In cases of emergency (shortage of staff due to illness, etc.), a person may be required to respond to any emergencies or work demands during their break. This should be an exception, not a common routine and the Township will ensure that employees are afforded appropriate break time in accordance with the Fair Labor Standards Act.

Commented [MW2]: If moving to 40 hours, similar to other townships, suggest paid lunches.

Additionally, employees are scheduled to work at least 7-1/2 hours in a particular day must be provided with an unpaid meal break of at least 20 minutes no later than 5 hours into the workday has been amended, effective January 1, 2023. 8+ hours shifts will require a total of 60-minutes accumulated between breaks or lunch.

2.3 Nursing Employees

The Township will provide reasonable paid break time each day to an employee who needs to express breast milk for an infant child, as long as such break time will not unduly disrupt the operations of the Township. The break time must, if possible, run concurrently with any break time already provided to the employee. The Township will also make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee can express milk in privacy.

2.4 Workplace Accommodations

Reasonable accommodations generally involve modification or adjustment of a job, employment practice, or the work environment, which makes it possible for an individual with a disability to perform the essential functions of their job and/or to otherwise enjoy equal employment opportunities. Upon request of an accommodation, the employee will be given the opportunity to engage in an interactive dialogue with the Township over the requested accommodation. As part of the interactive process, the Township may request the employee to provide certain information from their health care provider related to their ability to perform the essential job functions with or without reasonable accommodation.

If you are pregnant, recovering from childbirth, or have a condition related to pregnancy, you have the right to ask for a reasonable accommodation. This includes bathroom breaks, assistance with heavy lifting, a private space for expressing milk, or time off to recover from your pregnancy. Upon presentation of medical documentation supporting the need for a workplace accommodation and where an employee has made the Township aware of the need for such accommodation, the Township of Schaumburg will consider accommodation of pregnancy to the extent such accommodation does not pose an undue hardship on the ordinary operation of the business of the Township. For more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at www.illinois.gov/dhr, or refer to the posted 'Pregnancy Rights Notice.'

It is the Township's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Township will provide reasonable accommodations to a qualified individual with a disability, as defined by the American with Disabilities Act ("ADA"), who has made the Township aware of their disability, provided that such accommodation does not constitute an undue hardship on the Township of Schaumburg.

2.5 Americans with Disabilities Act (ADA)

If you have a disability, you are protected under the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008. The ADA, as amended, prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions, and privileges of employment. The ADA does not alter the Township's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of Township policy, the Township prohibits discrimination of any kind against people with disabilities.

Qualified applicants or employees who are disabled should request reasonable accommodation from the Township in order to allow them to perform the essential functions of a particular job. If you have a disability and you desire such reasonable accommodation, contact the Township Administrator.

2.6 Genetic Information Nondiscrimination Act (GINA)

All applicants and employees are protected from discrimination in employment based on genetic information. Genetic information includes information about genetic tests of applicants, employees, and/or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for, or receipt of, genetic services by applicants, employees, or their family members. Under GINA, acquisition of genetic information is restricted, and disclosure of genetic information is strictly limited.

SECTION 3: COMPENSATION

3.1 Salaries, Wages, and Terms of Employment:

Depending on the job and department it falls under, the determination of salary/wages falls to different recommending authority:

- For the office of Assessor: by the Assessor.
- For the office of Welfare Services: by the Township Supervisor.
- For all other Township employees: by the Township Board, pursuant to the recommendations of the Township Supervisor in discussion with Human Resources and the Administrator.
- Wage increases are subject to the budgetary authority and allocation of the Board.

3.2 Timekeeping:

All employees are expected to report hours worked or time off in an accurate manner using the correct Township designated process. Employees are expected to follow the established procedures and keep an accurate record of hours worked. Failure to accurately record time may result in disciplinary action.

- Nonexempt employees must receive prior authorization from their supervisor if performing work outside of the employee's regularly assigned work hours.
 - The Township does not allow nonexempt employees to work "off the clock" without compensation. Nonexempt employees must record all hours of work, including work performed away from the Township. Any employee who fails to accurately record all hours of work will be subject to disciplinary action.

3.3 Overtime, Compensatory Time and Flextime:

The Township compensates all employees pursuant to the Fair Labor Standards Act (FLSA) and/or the Illinois Minimum Wage Law. Under ordinary circumstances, the Township does not expect its staff to work overtime. If, however, overtime is worked by an employee, the Township will abide by applicable state and federal laws regarding overtime pay.

- "Overtime" is defined as hours worked in excess of 40 hours per workweek, which is from Sunday-Saturday. Overtime applies only to nonexempt employees for hours worked in excess of forty 40 hours per week. Hours worked means the hours during which an employee actually works, as opposed to hours for which they are paid, but do not work (e.g. vacation, personal days, sick, holidays, etc.). Overtime is paid to nonexempt employees at the rate of one- and one-half times their rate of pay for time worked in excess of 40 hours per week.
- The Employer shall have the right to require overtime work when necessary, and employees shall not refuse overtime assignments unless a bona fide reason exists. When possible, the Township will attempt to schedule employees so that they do not work more than six consecutive workdays.
- Overtime work must be authorized in advance by the employee's supervisor (person to

Commented [MW3]: As discussed, would like to sunset CTO/flex time with the exception of travel (overnight).

whom the employee normally reports).

- Travel Flextime is approved on a case-by-case basis by the employee's direct supervisor at TOS only for exempt employees who have travelled overnight. Full-time employees who have completed 30 days of employment are eligible for flextime.
 - The employee must first discuss possible flextime arrangements with their supervisor and then submit a verbal or written request.
 - The supervisor will keep track of these hours, approve or deny the flextime request based on staffing needs, the employee's job duties, the employee's work record and the employee's ability to temporarily or permanently return to a standard work schedule when needed.
 - A flextime arrangement may be suspended or cancelled at any time.

3.4 Pay Periods

Paychecks are issued every other Friday of each month (semimonthly), paid one week in arrears.

3.5 Payroll Deductions

Payroll deductions are limited to federal and state taxes, social security, retirement, insurance and such other purposes as may be provided by law, through a program of the employer, or by court order.

3.6 Reimbursements and Expenses

Travel, meal and lodging expenses incurred by officers and employees of the Township shall be reimbursed in accordance with the *Local Government Travel Expense Control Act (50 ILCS 1501/1 et seq.)*, and as regulated in Township Ordinance No. 2016-3, An Ordinance Regulating Travel, Meal and Lodging Expense Reimbursements by the Township. Mileage reimbursement and expenses follow the IRS standard mileage rate. Contact Human Resources on the current mileage reimbursement procedure and rate.

- Any expense of a reimbursement level must be added under an approved account number by the Township, receipt of expense is required or electronic transaction.
- The TOS Wellness Program encourages, motivates and challenges employees to take an active interest in their personal well-being by having access to wellness resources and a personalized wellness plan. This Wellness Program policy is to establish reimbursement guidelines of qualified fitness and/or wellness related expenses to promote employee health and disease prevention.
 - Full time employees who have completed the 30-day probation and elected officials are able to request the reimbursement.
 - The maximum total annual reimbursement amount per employee per fiscal year is \$300.
 - Purchased approved fitness/wellness service, attached receipt and appropriate documents must be provided. Request will be reviewed and processed by Human Resources.

SECTION 4: TIME AWAY FROM WORK

4.1 Vacation and Other Time Off

- **Regular, active full-time** employees begin accruing vacation benefits on the date of hire. Any accrued vacation benefits may not be used until the employee has completed half of their probationary period of 180 days (90 days).
- **Regular active part-time employees** who are scheduled for and who have worked an average of 20 hours per week and who have worked a minimum of 1,000 hours in the prior year of employment, shall qualify for paid vacation time.
 - **Part-time employees** who are scheduled for and have worked less than an average of 20 hours per week in the prior year of employment are not eligible for vacation benefits.
- **Temporary, seasonal or intermittent employees and/or interns** are not eligible for vacation benefits.
- **Regular part-time employees who become full-time employees** will begin accruing vacation benefits at the full-time rate upon becoming a full-time employee. Service credit length of service shall be calculated as commencing on the original date of hire as a full-time employee.
 - **Full-time employees who become part-time employees** cease accruing vacation benefits at the full-time rate upon becoming a part-time employee. Part-time eligibility requirements must be met prior to a part-time employee earning vacation benefits. All accrued time will be available for use per normal practices.
 - **Accrual:** Vacation leave will accrue for full-time employees on active status and will be credited bi-weekly, based on years of service:

Full-time Employees on a 40-hour work week schedule:

During these Years of Service	Vacation Hours are Accrued per Pay Period	Vacation <u>Days</u> are Accrued per Pay Period	At the Completion of these Years of Service	Total Vacation Hours Accrued:	Total Vacation <u>Days</u> Accrued:
0-4	3.0769	.3846	1-4	80	10
5-9	4.6154	.5769	5-9	120	15
10 or More	6.1538	.7692	10 or More	160	20

No vacation leave is accrued while an employee is on an unpaid leave of absence.

To earn vacation, an employee must be "actively employed". "Actively employed" does not include any period of unpaid FMLA or disability leave, no vacation shall be earned or accrued during such absence.

4.2 Paid Leave for All Workers Act (PLAWA) LEAVE

1. Definitions

“Employee” has the same meaning as that which is provided in Sections 1 and 2 of the Illinois Wage Payment and Collection Act, and includes regular full-time employees, regular part-time employees and temporary or seasonal employees.

“PLAWA leave” is the leave that is provided to employees by the Paid Leave for All Workers Act (PLAWA) (820 ILCS 192/1 *et seq.*).

“Frontload” means to make available the minimum number of hours of PLAWA leave time to an employee on the first day of employment or the first day of the designated 12-month period, subject to pro rata requirements of Section 15(b) of the PLAWA.

2. Amount and Use of PLAWA Leave

A. Regular full-time employees are awarded and entitled to use up to 40 hours of paid leave, designated “PLAWA leave,” during the designated 12-month period. Regular part-time employees and temporary or seasonal employees are entitled to a pro-rata number of hours of PLAWA leave in the designated 12-month period, such that regular part-time, temporary or seasonal employees are awarded and entitled to use up to 40 hours of paid PLAWA leave, to be calculated on the basis of earning one hour of PLAWA leave for every 40 hours worked, consistent with the employee’s anticipated work schedule for that 12-month period. However, if a regular part-time, temporary or seasonal employee works more than anticipated, the employee is entitled to accrue additional hours at a rate of 1 hour of PLAWA leave for every 40 hours actually worked in that same 12-month period, up to a total of 40 hours of PLAWA leave.

B. The designated 12-month period for all employees is the regular calendar year, commencing on January 1st and ending on December 31st.

C. PLAWA leave will be frontloaded to all employees. On January 1st of each year, regular full-time employees will be granted 40 hours of PLAWA leave and regular part-time, temporary or seasonal employees will be granted their pro-rata amount of such PLAWA leave. Employees who begin employment after January 1st will receive a pro-rated amount of frontloaded PLAWA leave on their first day of employment, and will receive the full 12-month period of PLAWA leave frontloaded on the following January 1st, if they are still employed by the Township on that date. On or before the first day of employment, the Township will provide written notice to the employee of how many PLAWA leave hours that the employee is to receive.

D. All employees are required to use their PLAWA leave prior to the end of the designated 12 month period or they will forfeit their unused PLAWA leave. Employees are not entitled to carry over PLAWA leave from one 12-month period to the next.

E. PLAWA leave may be taken by an employee for any reason of the employee’s choosing, and an employee may choose whether to use PLAWA leave prior to

using any other leave that is provided by the Township. The Township will confirm and document what category of leave the employee wishes to draw from for any use of leave.

F. A minimum of 2 hours of PLAWA leave per day must be used by an employee, whenever PLAWA leave is used.

G. Forty hours of PLAWA leave or the pro-rata amount provided in paragraph C will be made available at the commencement of employment or on January 1, 2024, whichever is later. Employees are entitled to begin using PLAWA leave 90 days following commencement of their employment or 90 days following January 1, 2024, whichever is later.

H. Use of PLAWA leave is restricted to the employee's regular workweek.

3. Requests to Use PLAWA Leave

A. PLAWA leave may be taken by an employee for any reason of the employee's choosing, provided that the employee makes an oral or written request to the employee's supervisor consistent with paragraphs B, C or D hereinafter. Whether to make such request to use PLAWA leave orally or in writing is the employee's choice.

B. If an employee's request to use PLAWA leave is first foreseeable more than seven (7) days in advance (*e.g.*, to attend a doctor's appointment that has been scheduled more than 7 days in advance), the employee is required to provide such notice no later than seven (7) days prior to the requested date.

C. If an employee's request to use PLAWA leave is first foreseeable less than seven (7) days in advance, the employee is required to provide such notice no later than the day after the reason for use of PLAWA leave became known to the employee (*e.g.*, if a doctor's appointment is scheduled 5 days in advance, then the employee must request the use of PLAWA leave no later than 4 days in advance).

D. If an employee's request to use paid leave is unforeseeable (*i.e.*, the need to use PLAWA leave is discovered later than the end of the employee's work day immediately prior to the requested date), then the employee is required to provide notice for use of PLAWA leave as soon as practically possible after the employee is aware of the need to use such leave. Such notice must be provided by the employee to their supervisor, either orally (*i.e.*, by speaking with the supervisor either face to face or telephonically) or in writing (via email) or by leaving a voicemail with the supervisor.

E. PLAWA leave will not be granted for "no call-no show" absences (*i.e.*, failure to provide the required notice), unless the circumstances of such absence prevented the employee from providing the notice required by this policy.

F. Township employees may be denied the use of PLAWA leave in order to meet the Township's core operational needs for the requested time periods. The Township will provide to the employee a written record of each of their requests which is denied and the reason for such denial.

4.3 Birthdays

In addition to vacation days, *eligible staff will earn an additional day off to be used in their birthday month, in accordance with the eligibility requirements set forth below.* Requests will be made through the payroll system and approved by the direct supervisor in accordance with the operational demands of the department.

- **Full-time employees** are eligible after they have completed their 180-day probation period. Full-time staff should request hours in the amount of a typical workday applicable to the employee (7.5 or 8).
- **Part-time employees** are eligible after 1 year of service (as with other similar Township benefits) and part-time staff should request the standard number of hours worked on a typical workday when requesting the time.

4.4 Holidays

All work performed on a designated holiday must be authorized, in advance, by the employee's supervisor. Full-time employees receive the following paid holidays off from work, or as determined by the Township Board:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth (June 19)
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve Day
- Christmas Day
 - If a scheduled holiday falls on a Sunday, the following Monday will be counted as the observance, unless the Township designates another day as the holiday.
 - If a scheduled holiday falls on a Saturday, the previous Friday will be counted as the observance, unless the Township designates another day as the holiday.

4.5 Sick leave

Sick leave is time off with pay for periods of non-service-related illness or incapacity of the employee, or a member of the employee's immediate family (spouse, domestic partner, child, stepchild, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) requiring the employee's personal attendance, as well as for medical and health examinations or treatments which cannot reasonably be obtained at times other than during working hours. In accordance with the Illinois Employee Sick Leave Act.

Reasons an employee's personal attendance may be required to care for an immediate family

member include to ensure that an immediate family member's basic medical, hygiene, nutritional or safety needs are met or to provide emotional support to an immediate family member with a serious health condition who is receiving inpatient or home care. **Retaliation Prohibited: The Township strictly prohibits retaliation against an employee for exercising their right to use personal sick leave benefits in accordance with this policy.**

- The employee's supervisor may grant sick leave to employees to attend these appointments if the employee establishes that the appointment cannot reasonably be scheduled outside working hours.
- Use of sick leave, including to provide personal care to a family member, must be requested through the payroll system and will run concurrently with unpaid FMLA leave, to the extent sick leave is used for a FMLA-qualifying reason.
- Except in unusual circumstances, to be eligible for paid sick leave, the absence must be excused. To be considered an excused absence, the employee (or someone else on their behalf) must call, text, or email, within one hour of their scheduled starting time, unless circumstances exist that make such advance notice impracticable, and report to the employee's Supervisor or Department Head. If neither is available, the Administrator or Human Resources should be contacted. *It is not acceptable to leave word of absence with anyone else.* It is the employee's responsibility to confirm the request directly with their supervisor about the absence. This is completed when the contacted person confirms receipt of the notice via phone, text, or email. Failure to ensure confirmation could result in no pay for that day.
- Sick leave shall be allowed only in cases of necessity and actual sickness or disability of the employee.
- **Sick Leave Service Credit**
IMRF members may qualify for a maximum of one year of additional pension service credit for unpaid, unused sick leave accumulated with the Township. One month of service is credited for every 20 days, or fraction thereof, of unpaid, unused sick leave not to exceed 240 days (one year limit).
- **Accrual:**
 - Sick leave will accrue at the following rate:
 - 3.077 hours per pay period for employees on a 40.0-hour workweek schedule (80 hours per year).
 - No sick leave is accrued while an employee is on an unpaid leave of absence.
 - Use of sick days in advance of earning them will not be permitted.
- **Eligibility:** Regular active full-time employees shall be eligible for sick leave with pay after the completion of six months continuous full-time employment. Any absences before the completion of six months of employment are not paid.
 - Part-time, seasonal, temporary and intermittent employees and interns are not eligible for sick-days.
 - Full-time employees who become part-time employees will immediately forfeit any

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accrued sick days they may have acquired while employed as a regular full-time employee. Forfeiture will take place on the first day of part-time employment.

- **Procedures:** Any accrual of compensated sick leave must be taken in increments of one hour.
 - Medical Statements: All full-time and part-time employees are required to provide written verification of illness or injury from a licensed medical doctor when the employee knows or anticipates that they will be absent from work for any period in excess of five consecutive workdays.
 - This policy requiring written verification from a licensed medical doctor for absence from illness or injury applies to part-time and to full-time Township employees regardless of whether the absence of the employee was compensated or not.

Any full-time or part-time employee may be asked to provide a medical verification of illness or injury from a licensed medical professional for repeated absences from work due to illness or injury.

- Persistent absenteeism or improper notification of absence may result in disciplinary action up to and including termination. **Misuse** of sick leave may result in loss of pay for the period involved and/or other discipline.
- If an employee is absent for more than five consecutive workdays without contacting their Department Head, Administrator or Human Resources, the employee will be considered to have abandoned their position and will be terminated from Township employment.
- **Termination:** upon termination of employment with the Township, there shall be no compensation for unused accumulated days of sick leave.
- **Pandemic considerations:** It is the expectation of all who work at the Township to do all possible to remain healthy and able to work. However, given the Township's experience surrounding the realities of the Pandemic in 2019, the Board of Trustees acknowledges the uncertainty of state, national, and/or international health emergencies. To that end, the Township of Schaumburg, in any event of a localized or broader community health threat will offer guidance in line with what government officials and science directs.
 - Upon a declaration of pandemic (or other such health) emergency, the Township Administrator will work with Human Resources and the Township Board to determine the appropriate expectations for the health and safety of all staff/ clients.
 - Following guidance from the appropriate government entity, the Township Board will determine the appropriate course of action for staff work options (in person, remote/hybrid, or agency closure) and any applicable requirements for staff.
 - For any guidance deemed required, where individual staff members may have religious or other reasons for not aligning to guidance, the Board reserves the right to allow for various accommodations to balance guidance with personal decision-making.
- Subject to approval of the employee's supervisor and Human Resources, and only for good cause in exceptional circumstances, an employee may request up to 30 days personal leave of absence without pay. If granted, the employee does not earn vacation time or sick days for the leave period. Other benefits will depend upon the rules, regulations, or guidelines for the benefit involved.
- For sick leave in excess of five or more days, the employee must obtain a physician's certification stating that the employee is medically able to return to work.

- When job-related and consistent with business necessity, an employee’s supervisor or Human Resources may also require a complete physical and/or psychological examination or medical test with a physician designated by the Township at the Township’s expense at any time when in the judgment of the Township Supervisor or Human Resources (or their designee), such an examination or test may be necessary to determine the employee’s fitness to perform the duties of their position, or for other purposes related to business necessity.
- All medical information relating to any employee is personal and confidential and may only be disclosed only to such other persons as is necessary in order to carry out the provisions of this Handbook and Township personnel policies. The Township will comply with any applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA).
- **Maternity/Paternity Leave Policy**
 - Full-time employees will be eligible for maternity/paternity or adoption leave after successful completion of 90 calendar days of probation period with the Township.
 - Employees who pre-certify their pregnancy within the first trimester are granted up to three work weeks, total of 15 days of paid maternity leave.
 - Employees who pre-certify their spouse’s pregnancy in the first trimester are granted up to two work weeks, or 10 days under maternity leave status.
Adoption Leave will be approved for employees who can exhibit the formal adoption process is underway. This leave can be approved when the employee gets physical custody of the infant.

4.6 Education and Training

In addition to vacation, holidays, and sick days, an employee may be granted, at the Administrator’s discretion, and with Board approval, time off for education or training. Any special arrangements for expense reimbursement, and additional time off, must be reached between the Board and the employee in advance. Educational and training provisions for Welfare Services and Assessor’s Office employees shall be at the discretion of the Township Supervisor or Assessor respectively.

4.7 Bereavement Leave

In case of death, or for certain losses relating to pregnancy, miscarriage, failed adoption, and failed fertility treatments, in a full-time or part-time employee’s family, the employee shall be granted up to 10 days off with pay. For part-time employees, the pay allowable under this section will be determined according to a pro-rata methodology as determined by the Township. Seasonal, temporary, or intermittent employees may take time off without pay. Additional time for these purposes shall be at the sole discretion of the Township Supervisor, or their designee, including the Township Administrator or Human Resources as the case may be, but subject to a maximum an additional five days total with pay.

- Family shall include parent, stepparent, sibling, current spouse or current civil partner, children or step-children, grandparents, grandchildren, spouse’s family, and any relative living with the employee. Leave for extended family members may be granted in special circumstances at the Employer’s discretion. These periods of time off will not reduce any vacation or other benefits to which the employee is otherwise entitled.
- Part-time employees will be paid for time off based on the number of hours they are normally

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scheduled to work on the days taken for the purposes set forth in this section. For example, if a funeral is the day that the part-time employee is typically not scheduled to work, then they will not receive bereavement pay.

- In the event of a death outside the immediate family, as defined above, or for extraordinary travel and unique situations, vacation or personal days may be used, subject to the approval of management. It is important to notify your supervisor as soon as possible. Documentation of the circumstances for bereavement leave may be required.
- The Township will also provide employees leave in accordance with the Child Bereavement Leave Act (820 ILCS 154/1), as amended, and will run any unpaid leave provided under the Child Bereavement Leave Act concurrently with any paid leave provided under this policy.

SECTION 5: EMPLOYEE BENEFITS

The Township reserves the right to add to, delete or modify benefits as necessary to meet its business demands and for other appropriate reasons. The employee benefits described in this article are mere summaries of these benefits and the actual plan documents will govern in all cases in the event of a conflict between the provisions of this Handbook and the actual plan document.

5.1 Insurance

- **Vision, Medical, and Dental Insurance:** The Township offers vision, medical, and dental insurance coverage for eligible full-time employees, their eligible dependents, and long term-domestic partner, which is generally processed on the first of the month after 30 days. Eligibility is determined by the requirements of the plan. Part-time, seasonal, temporary, and intermittent employees are not eligible for these benefits, except where the Township may be obligated under federal or state law to offer them. Questions regarding insurance coverage and the eligibility requirements and terms that apply should be directed to Human Resources or refer to the Summary of Benefits and Coverage (SBC).
- **Life Insurance/Accidental Death and Dismemberment (AD&D):**
The Township provides all eligible full-time employees with a life insurance policy covering natural death and AD&D, at such level as periodically established by the Township Board. Information concerning this policy and the terms and eligibility requirements are available from Human Resources and in the SBC. Additional voluntary life insurance is available to eligible employees. The cost of voluntary life insurance is covered by the employee.

5.2 Retirement Benefits

The Township is covered by Illinois Municipal Retirement Fund (IMRF). State statute requires pension contributions to be deducted from all eligible employees' paychecks. For more information on the details of the Township's retirement benefits, employees should contact Human Resources or IMRF directly for more details.

Facts of IMRF Tier 2 Regular Plan pension:

- Must have at least 10 years of service credit (can include reciprocal retirement system service credit).
- Cannot be working in any position which qualifies for IMRF participation.
- Must be at least age 62.

Although you can retire as early as age 62, age 67 is your full retirement age. Your pension may be reduced if you retire before age 67, depending upon the amount of service credit you have. Unused, unpaid sick days converted to service credit cannot be used to meet the 10-year requirement for a Regular Tier 2 pension or 35-year requirement for an unreduced pension under age 67.

Amount Your Pension May Be Reduced		
If you retire...	And you have...	Your pension will be reduced by...
Between age 62 and 67	At least 10 years but less than 30 years of service credit	1/2% for each month you are under the age 67
Between age 62 and 67	At least 30 but less than 35 years of service credit	The lesser of: <ul style="list-style-type: none"> o 1/2% for each month you are under age 67 or o 1/2% for each month of service credit less than 35 years
At age 62 or later	At least 35 years of service credit	No reduction. You will receive your full, unreduced pension
At age 67 or later	At least 10 years of service credit	No reduction. You will receive your full, unreduced pension

5.3 Employee Assistance Program (EAP)

The Township recognizes that a wide range of illnesses and problems can adversely affect an employee’s health, wellbeing, and job performance. These illnesses and problems may include alcoholism, drug dependence, emotional or psychiatric illnesses, marital and/or family discord, stress disorders, legal difficulties and/or financial problems.

- As such the Township has implemented an EAP, available to all employees, to help with such illnesses and problems by providing confidential and professional assessment, short-term counseling, and/or referral services.
- While the Township believes that it is in the best interest of the employee, the employee’s family, and the Township to provide an EAP, using the services offered by the EAP does not relieve an employee of the responsibilities attendant with his/her Township job.
- Additional information regarding the EAP is available through Human Resources.

5.4 Workers’ Compensation Insurance, Modified Duty and Unemployment Compensation Insurance

- Employees are provided coverage in accord with applicable federal and state law under Workers’ Compensation Insurance and Unemployment Compensation Insurance Programs.
- Employees who sustain a work-related injury or illness must inform their supervisor, or in the absence of their supervisor the next available supervisor, immediately.
- No matter how minor an on-the-job accident may appear, it is important to report all accidents during work hours immediately (i.e., not more than one hour after the accident).
 - o This will enable the employee to secure necessary medical treatment, and to qualify for workers’ compensation benefits as quickly as possible.

- Sick days may not be used during absences due to work-related injuries or illness.

All employees must adhere to the following conditions:

- Any work-related injury or illness must immediately be reported directly to their Department Head, even if the employee is uncertain if the injury or illness is work-related but suspects it might be work-related.
 - Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.
- Upon notification, Human Resources, or their designee, may instruct the employee to report to a designated hospital or physician for examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment.
- All medical evaluations by any licensed physician must be submitted to Human Resources for the duration of the leave period for a work-related injury.
 - The Township reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the Township's expense, and the physician will submit the results to Human Resources.
- Unless otherwise required by law, no employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions for which the Township can provide a reasonable accommodation.
- The Township reserves the right to manage incidents involving work-related injuries to the fullest extent permitted under the law. Employees found to be defrauding the Township with respect to workers' compensation claims will be subject to disciplinary action, up to and including termination.
- Also, employees who fail to comply with requests and/or orders from the Township while absent from work due to a workplace injury or illness will be subject to disciplinary action, up to and including termination, as well as other sanctions or actions permitted under the law.

Modified duty:

The Township is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the Township's ability to provide its services offered to the public. To that end, the Township attempts to provide temporary, modified duty work for on-the-job injuries. This is done to allow an employee to return to duty as soon as possible when an on-the-job injury limits the employee's ability to perform the essential job functions of the employee's position. However, nothing in this policy shall be construed to require the Township to create a modified duty assignment for an employee. Employees will only be assigned to modified duty work when the Township determines that a need exists and only as long as such need exists.

- The feasibility of modified duty will be determined on a case-by-case basis, taking several factors into consideration, and at the sole discretion of the Township.
- These factors include, but are not limited to, the aptitude of the employee, the employee's specific physical or mental limitations or restrictions, the work environment and the availability of suitable work.

- Generally, a modified duty assignment may be offered to an employee when there is a reasonable expectation that the employee will be able to return to regular duty within 90 days.
 - Modified duty assignments shall not exceed 90 days unless extended by Township Administrator, Board, or their designee, based upon the employee’s medical condition and the ongoing availability of productive modified duty work.
 - The Township reserves the right to terminate any modified duty assignment at an earlier time if the Township determines that an employee can return to their normal job duties,
 - If the employee’s treating physician or the Township’s physician determines that the employee’s condition is not improving while they are on modified duty, if a need no longer exists for the modified duty assignment, or for any other reason deemed appropriate by the Township.

It is the intention of any modified duty assignment to facilitate the employee’s return to the workplace while ensuring that the employee remain focused on achieving maximum medical improvement so that they may return to full duty with the Township. Therefore, while on modified duty employees:

- will not be permitted to work overtime or engage in any secondary employment. However, if the employee provides written documentation to the Township from their physician that they, while medically incapable of performing the essential job functions of their position with the Township, are medically capable of performing overtime or secondary employment, then Human Resources may approve the overtime or secondary employment provided that the overtime or secondary employment does not require the employee to meet similar physical requirements of their primary position with the Township.
- must limit their physical activities to comply with the medical restrictions as outlined by their treating physician while at work as well as during their off-duty hours. Failure to adhere to the medical restrictions outlined by the physician, either at work or during off-duty hours may result in the termination of the modified duty assignment and may be grounds for disciplinary action.
- must confirm with their supervisor and/or other appropriate personnel the dates and times of all follow-up appointments, new appointments, physical therapy, etc., as needed. Each time an employee visits their physician, their work restrictions and the availability of a modified duty assignment will be re-evaluated. Whenever possible, all appointments and treatments must be scheduled outside the employee’s scheduled work hours at such a time so as not to disrupt the work schedule or the operations of the department.
- must, before resuming their normal duties without restriction, submit a doctor’s release stating that they are released to full duty. The Township shall have the right to send an employee to a physician of its choice to determine if the employee is fit to return to work.

5.5 Family and Medical Leave Act (FMLA)

The Township is an employer subject to the Federal Family and Medical Leave Act (FMLA). A copy of the U.S. Department of Labor publication entitled “Your Rights Under the Family and Medical Leave Act of 1993,” WH Publication 1420, is available at the Township. FMLA leave is provided to eligible employees who need to take time off from work for specified family, medical and/or military reasons. Unpaid, job-

protected leave under the FMLA is available to eligible employees for 12 weeks (or, for Military Caregiver leave, up to 26 weeks) during any one-year period, which shall begin on the date the leave begins.

The Township calculates FMLA based on a “rolling” 12-month period measured backward from the date of any FMLA leave usage also referred to as the “look-back” method. In order to determine the amount of available leave, the calculation is made each time an employee commences leave. From that date, the preceding 12-month period is examined. Any leave used during that preceding 12 months is deducted from the 12 weeks annual leave provided by law under this policy. An employee is entitled to take no more than the remaining balance of leave. When an employee takes FMLA to care for an injured service member, the FMLA 12-month period must be measured forward from the first day leave is taken. This is the only type of FMLA leave that must use this 12-month period.

General information about FMLA leave and employee rights and responsibilities under applicable law is provided below. Since the information provided is general in form, certain limitations not described in detail below may apply depending on the particular circumstances. Contact Human Resources for additional information or with questions regarding details about FMLA leaves of absence. ***FMLA also allows eligible employees of covered employers to take up to 26 work-weeks of FMLA leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.***

For taking leave:

- An eligible employee may take unpaid leave for any of the following reasons:
 - For the birth of an employee’s child, for incapacity due to pregnancy or prenatal care, to care for a newborn child, or placement for adoption, or state-approved foster care.
 - To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
 - For a serious health condition that makes the employee unable to perform the employee’s job; or
 - For a qualifying exigency (such as attending certain military events, arranging for alternative childcare, addressing certain legal and financial arrangements, and other occurrences) arising out of the fact that the employee’s spouse, child, or parent is a covered military service member on active duty, or who has been called to active-duty status; or
 - To care for a spouse, child, parent, or next of kin who is an FMLA covered service member and suffers a qualifying serious injury or illness.
 - Benefits when in approved leave of unpaid FMLA, ST or LT disability leave, a Township invoice will be generated by payroll and mailed to the employee at the beginning of each month during this period.
- Reporting While on Leave. If an employee takes leave because of their own serious health condition or to care for a covered relation, the employee must contact Human Resources every thirty (15) days regarding the status of the condition, and their intent to return to work.

An employee who takes FMLA leave will be required to use paid benefit leave concurrently with any period of unpaid FMLA leave. The substitution of paid leave does not extend the FMLA leave period. Periods of unpaid FMLA leave will not be counted as time worked for purposes of seniority or computing vacation, sick leave, or personal days.

Commented [JM7]: When the Paid Leave for All Workers Act goes into effect (see references to the PLAW above), employees must be allowed to take PLAW leave before any other type of paid or unpaid leave benefit including FMLA.

Commented [MW8R7]: Pending legislative revision...

- During leave, employers are not required to pay workers, but they must maintain workers' group health insurance under the same terms and conditions as if the employee had not taken leave and they are required to give employees their jobs back when they return from leave.
- If an employee receives short-term disability or workers' compensation payments for any portion of their FMLA leave, that portion is paid to the extent permitted by applicable law and will run concurrently with the employee's FMLA entitlement. The substitution of paid benefits for such leave does not extend the FMLA leave period.
- Any family and medical leave, qualifying exigency leave, whether paid, unpaid, or a combination thereof, will be counted toward the 12 weeks leave entitlement. Leave to care for a service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single twelve 12-month period.
- Leave because of a serious health condition may be taken intermittently (and separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours you worked per workweek or workday), if medically necessary. If leave is unpaid, the Township will reduce your salary based on the amount of time worked. In addition, while you are on an intermittent or reduced schedule leave for foreseeable, planned medical treatment, the Township may temporarily transfer you to an available alternative position, which better accommodates your recurring leave, and which has equivalent pay and benefits.

FMLA advance notice:

The employee must provide 30 days advance notice of FMLA leave when the leave is foreseeable.

When the approximate timing of the need for leave is not foreseeable, an employee must give notice to Human Resources of the need for FMLA leave as soon as practicable, which will generally be the same day the employee learns of the need for the leave, but not later than one to two business days of when the need for leave becomes known to the employee.

Medical certification:

An employee requesting FMLA leave will be required to provide Human Resources with a medical certification to support a request for leave because of a serious health condition, in accordance with the FMLA. Failure to provide certification as requested may result in the delay or denial of leave. An employee taking FMLA leave because of a serious health condition is required to present to Human Resources a fitness for duty certificate prior to being restored to employment. Other certification may be required where the employee takes leave related to qualified exigencies arising from a family member's called active military duty or active status.

- The Township will require recertification for leave due to an employee's serious health condition following the minimum duration of the condition as stated in the certification form.
 - In all instances, the Township requires recertification every six months in connection with an FMLA medical leave, or more frequently as permitted by law. The Township may require recertification of an employee or family member's serious health condition at any point when circumstances have changed significantly, the Township receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave.
- Employees may also be required to provide a fitness for duty certification for every 30 days of

intermittent or reduced schedule leave consistent with the FMLA if reasonable safety concerns exist. The employee must notify Human Resources at least two workdays prior to the date the employee intends to report to work.

Use of Leave/Intermittent Leave:

FMLA leave does not need to be taken in one block of time. Leave can be taken Intermittently (in separate blocks of time or by reducing the usual number of hours worked per workweek or workday) if the leave is taken due to a serious health condition or a qualified exigency. Employees must make reasonable efforts to schedule leave for planned medical treatment or qualified exigencies so as not to unduly disrupt business operations.

Job benefits and protection:

For the duration of FMLA leave, the Township will maintain the employee's health coverage under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. Any share of the health plan premiums, which had been paid by the employee prior to taking leave, must continue to be paid by the employee during the leave period. If premiums are raised or lowered, the employee will be required to pay the new premium rates.

The employee has a minimum 30-day grace period in which to make premium payments. If payment is not made timely, the employee's group health insurance may be canceled provided that the employee is notified in writing at least 15 days before the date that health coverage will lapse.

An employee will normally be returned to the same or an equivalent position with equivalent pay, benefits, and other employment terms, when the employee returns from FMLA leave. However, an employee on FMLA leave does not have any greater right to reinstatement, or other benefits, than if the employee had been continuously employed during the FMLA period. Upon requesting FMLA, the employee will be notified by Human Resources if they are a "key employee" as described in the FMLA regulations promulgated by the U.S. Secretary of Labor. A "key employee" may be notified at the time leave is requested, or upon the Township determining that such key employee's absence will cause substantial and grievous economic injury to the Township, that a "key" employee's job may have to be filled and may not be available upon the expiration of FMLA leave. *The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.*

COBRA Benefits

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the Township health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Please contact Human Resources for details about COBRA.

5.6 Jury Duty

Any person who is not legally disqualified to serve on juries and has been duly summoned for jury duty for either petit or grand jury service, shall be given time off from employment to serve upon the jury for which such employee is summoned, regardless of the employment shift such employee is assigned to at the time of service of such summons.

- The employee shall provide a copy of the Notice of Summons for jury duty to the Township within ten days of the date of issuance of the summons to the employee.
- The Township is not obligated to compensate an employee for time taken off for jury duty. However, all full-time employees who are required to serve on a jury will continue to receive regular pay, based on the regular work week for such time.
- The employee shall present a certificate evidencing their service as a juror.

5.7 Military Reserves/ Leave

The Township complies with all legal requirements for military leaves.

5.8 Leave Due to Crimes of Violence (VESSA)

In accordance with the Illinois Victims' Economic Security and Safety Act ("VESSA"), employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence, or who have a family or household member, meaning a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household, who was a victim of domestic violence, sexual violence, or gender violence, or any other crime of violence, may take up to 12 weeks of unpaid leave in any 12-month period. This time is to address needs for medical attention, recovery, counseling, safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future or sexual violence or insure economic security, and to seek legal assistance or remedies, including preparing for, or participating in, any civil or criminal proceeding related to, or derived from, domestic, sexual or gender violence, to ensure victim safety, including court proceedings related to the violence. If you have questions relating to this form of unpaid leave, please contact Human Resources.

- At the employee's discretion, leave may be taken consecutively, intermittently, or on a reduced work schedule, provided that the aggregate amount of leave does not exceed 12 weeks.

5.9 Other leave (School visitation, blood donor, etc.)

The Township recognizes employees' rights to additional forms of leave as provided by law. Please notify your supervisor if you have any questions or concerns regarding your need for time off for any reason.

SECTION 6: EMPLOYMENT POLICIES AND PROCEDURES

6.1 Access to Personnel Files:

In accordance with the Illinois Personnel Record Review Act (820 ILCS 40/1 et seq.), employees have the right to inspect their personnel file, subject to certain restrictions. Employees may review their personnel file during regular business hours upon scheduling inspection at the mutual convenience of the employee and Human Resources. Employees are expressly prohibited from removing any information from their personal files while reviewing them. An employee may also request a copy of his/her personnel file in paper form or by email. Employees must pay the actual copying cost for a paper copy.

6.2 Operating Township Vehicles:

Employees who operate Township motor vehicles are required to obey all applicable laws, rules, and regulations. The Illinois Vehicle Code, as amended, mandates the use of safety belts for the driver and all passengers of public and private vehicles. The provisions of this law will apply as an official policy to all Township vehicles equipped with safety belts. An employee found to be in violation of these provisions will be subject to disciplinary action.

The Illinois Vehicle Code, as amended, regulates the use of cell phones and other electronic communication devices while driving. All cell phone use in construction zones and school zones is prohibited (even if hands free mode is used). Use of a cell phone or other electronic communication device by an employee while operating a Township vehicle must comply with the Illinois Vehicle Code requirements. An employee found to be in violation will be subject to disciplinary action.

Any traffic tickets, red light enforcement tickets, or parking fines incurred by an employee while operating a Township vehicle or personal vehicle while conducting Township business are the responsibility of the employee and must be immediately reported to the Township Administrator or Township Supervisor. All fines shall be paid by the employee. Employees are required to maintain a valid driver's license of the class required by the employee's job position and mandatory liability insurance as required by the State of Illinois. Employees must immediately inform the Township if their license is expired, is suspended, or is otherwise restricted or invalid as a result of any on-duty or off-duty violation. Failure to do so may result in termination of employment.

Employees using personal vehicles for Township business must have a valid driver's license, title, registration, and proof of mandatory liability insurance. Employees using personal vehicles for Township business are subject to all requirements and prohibitions under the Illinois Vehicle Code, as amended, while performing work for the Township. An employee found to be in violation will be subject to disciplinary action.

6.3 Commercial Drivers' License (CDL), Class B:

Following Illinois Vehicle Code, the Transportation Department Employee whose job duties require the operation of Township vehicles, must possess a valid CDL or Class B driver's license. The license allows drivers to operate straight trucks, box trucks, large buses, and dump trucks. Working as a commercial driver involves significant physical activities. Township Transportation Drivers are required to have the CDL Medical Examiner's Certificate, which must be validated every two years depending in age brackets requirements of the state (except if a medical recommendation notes it needs to be renewed

sooner), and additional random drug test required by the state for all bus drivers of the Township.

6.4 Disciplinary Policy:

Nonperformance or improper performance of duties or assignments, violation of employment rules or policies, misuse of Township facilities and properties, or any other act or omission not in the best interests of the Township may subject an employee to disciplinary action. The actions that may be taken by the Township include written or verbal warnings, performance improvement plan, suspension without pay, or termination. While the Township retains its sole discretion to determine the form of discipline warranted in each situation, it supports the use of progressive discipline procedures.

6.5 Disciplinary Guidelines:

The Township retains sole discretion to determine in each situation which form(s) of discipline are appropriate, and there is no requirement that an employee be warned, counseled, placed on performance improvement plan, or suspended without pay, prior to being terminated.

- A supervisor may provide verbal or written warnings to an employee as a means to identify and respond to behavior that the supervisor deems unacceptable.
- A verbal warning occurs when a supervisor verbally counsels the employee regarding problematic behavior.
- A written record of the discussion, noting the date, event, and recommended action, may be placed in the employee’s file for future reference. A written warning is generally used in response to behavior that the supervisor deems to be a more serious violation, or where a verbal warning has not resulted in a satisfactory change in the employee’s behavior.
- The Township also reserves the right to place an employee on a “Performance Improvement Plan” if they are involved in a disciplinary situation that cannot be readily resolved, or when they demonstrate an inability to perform assigned work responsibilities efficiently.
- The types of behavior and conduct that the Township considers inappropriate, and that could lead to disciplinary action up to and including suspension or termination of employment immediately and with or without prior warning, include, but are not limited, to the following:
 - A. Incompetence, negligence, misconduct, or inefficiency in the performance of assigned duties.
 - B. Abusive, threatening, offensive attitude, language or conduct, toward a member of the public, a Township official, or other employee.
 - C. Abusive conduct resulting in physical harm or injury to another employee, or to a member of the public.
 - D. Fraud, Theft or unauthorized possession of Township property, or the property of fellow employees or others, regardless of value.
 - E. Insubordination, including failure or refusal to promptly carry out the orders or instructions of a supervisor or Department Head (Note: This includes the failure or refusal to work overtime required by the Township.).
 - F. Acts of dishonesty, including falsification or alteration of attendance records, time records, or other Township documents.

- G. Misrepresentation or omission of material facts on an employment application, resumé, or other document used to secure or retain employment with the Township.
- H. Manufacturing, distributing, dispensing, selling, possessing, using, being impaired by, or under the influence of alcohol, controlled substances (including unprescribed use of lawful medication), cannabis or illegal drugs, while on duty, or on Township property.
- I. Using or possessing firearms, explosives, or other dangerous weapons, while on duty or on Township property in an unauthorized manner.
- J. Any act or occurrence during employment that would have disqualified an individual from initial employment, including conviction of a criminal offense bearing on the performance of job duties. Per Illinois law, the Township allows employees be provided with due process before adverse action is taken based on a criminal conviction.
- K. Violating the Township's policy or rules regarding attendance and punctuality; excessive absenteeism.
- L. Failing to provide adequate and acceptable verification of illness or injury, or substantiating documentation for absences due to other reasons, with the exception of using the PLAW leave time, or failing to submit to a medical examination when it is job-related and consistent with business necessity.
- M. Absence without leave for a period of three days, or failure to report following the expiration of an approved leave of absence.
- N. Misrepresentation regarding a leave of absence, or obtaining other employment during a leave of absence, without proper authorization from the Township.
- O. Engaging in discriminatory, harassing, or other conduct that violates the Township's Equal Employment Opportunity/Unlawful Harassment Policy.
- P. Using working time for personal matters; use of Township equipment, property, or material personal use, or for any other inappropriate purpose.
- Q. Unauthorized or excessive use of the Township's telephones, equipment, or supplies.
- R. Damaging or improperly using, caring for, or maintaining Township property, including tools, equipment, machinery, databases, or software.
- S. Exceeding time limits on break or lunch periods or taking break or lunch periods at other than designated times without proper authorization.
- T. Stopping or leaving work before the end of a scheduled work period without proper authorization.
- U. Sleeping, loafing, or wasting time during a scheduled work period.
- V. Failing to observe any of the Township's safety policies or rules or engaging in other unsafe or unhealthy conduct.
- W. Unauthorized examination, use, or disclosure of Township records or confidential information.
- X. Violating the Township's policy regarding business ethics/conflict of interest.
- Y. Failure or refusal to cooperate with an internal investigation.
- Z. Failure to maintain licenses, registration, etc. reasonably required for the position.
- AA. Any other misconduct as determined by the Township.

6.6 Non-Disciplinary Grievance Procedure:

In instances other than for Discipline of Township Employees where an employee grievance cannot be settled informally, the employee shall submit a dated, written grievance to the Town Clerk, and then the following shall apply. No grievance procedure is applicable for discipline issued to Township employees.

- A. Within 30 workdays of submitting the dated, written grievance to the Town Clerk and the applicable Department Head, the Town Clerk shall convene a meeting to be attended by a Personnel Grievance Committee comprised of the Town Clerk, the Township Supervisor and the appropriate Township Official for the employee's department who shall be determined by the Supervisor and Town Clerk.
- B. The employee's Department Head shall not be present at this meeting unless requested by the Personnel Grievance Committee, but the attendance of the employee filing the written grievance is mandatory.
- C. The employee will be granted the opportunity to present their grievance to the Personnel Grievance Committee, and the proceeding will be recorded.
- D. No stenographer shall be present, but the employee shall be provided a copy of the recording if requested. However, the Committee and the employee may question any witness who appears before the committee.
- E. The Personnel Grievance Committee may consult with the employee's Department Head at an appropriate point during the meeting but in no event later than five workdays after the meeting unless circumstances beyond the Committee's control require this to occur.
- F. The Committee's decision must be made within 14 workdays after the conclusion of the meeting but may be made at the conclusion of the meeting.
- G. All decisions of the Personnel Grievance Committee shall be in writing and prepared within 14 workdays of the conclusion of the meeting. Explanations of the decision shall not be elaborate but rather limited to a concise explanatory statement of the disposition of the matter.
- H. The decision of the Committee shall be binding on the Township. The grieving employee may appeal an adverse decision of the Committee to the Supervisor and the Township Board of Trustees within 10 workdays of the Committee's dated, written decision. This written notice of appeal shall be made, dated and given to the Town Clerk.
- I. Upon receiving the dated, written notice of the employee's intent to appeal the Committee's decision, the Town Clerk shall see that the grievance is set for review by the Township Supervisor and Board of Trustees in executive session within 60 days of the receipt of written notice by the Town Clerk.
- J. The Township Supervisor and Board of Trustees will meet in closed session, either before or after a regularly scheduled Township monthly meeting or call a special meeting, but in no event sooner than after 14 calendar days' notice to the employee of the meeting to review the Committee's decision.
- K. The employee, if present, will be granted an opportunity to state their grounds for the appeal either personally or by an attorney.
- L. No witnesses will testify at the appeal session for the employee or the Committee.

- M. The Supervisor and Township Board of Trustees must vote to affirm, modify or overturn the Committee's decision, and shall do so during the open meeting at the next regularly scheduled Township meeting, but in no event sooner than 14 calendar days.
- N. The record of the appeal held in closed session shall also be recorded electronically with a copy available to the employee at their request.
- O. Any grievance of a Department Head that is not informally resolved with the Township Administrator, shall then be dated and put in writing for appeal to the Township Supervisor and Board of Trustees who shall hear the Department Head's appeal from the decision of the Township Administrator in closed session in the same manner as for other Township employees. Voting must take place in open session in accordance with the Open Meetings Act.

6.7 Resignation or Separation:

It is requested that resignations be given in writing to the employee's supervisor. An employee who is separated from Township service, whether voluntarily or involuntarily, will be held responsible for the return of Township property, keys and records in their possession at the time of separation. Such property must be returned to the Township upon separation. Failure to return property may necessitate Township action for recovery.

- Terminating employees are strongly encouraged to have an exit interview with Human Resources.
- Final Pay: The final compensation for any employee shall be paid on the next regular pay period following the effective date of said employee's termination.

SECTION 7: DRESS CODE

7.1 Dress Code Policy

The goal is to maintain the Township's best professional atmosphere, in part, by the image we present to our citizens and the community of Schaumburg. We expect all employees to present a neat, well-groomed appearance and a courteous disposition.

Appropriate attire is expected from all Township employees while they are on the Township premises, or while they are representing the Township during Township-related or Township-sponsored activities.

- All employees who have contact with the public should wear business-casual attire. Casual business wear means clean, neat, professional clothing. Understanding various fashion trends, the Township prohibits *excessively* distressed (ripped, torn, etc.) clothing as work attire.
 - It is never appropriate to wear stained, wrinkled, or revealing clothing in the workplace. Shoes or sandals should fit properly so that they can be worn safely to avoid personal injury.
 - Clothing that is stained, frayed, distressed, or otherwise 'worn out' by wear/tear should not be worn. Clothing that promotes or alludes to profanity, alcoholic beverages, tobacco, controlled substances or items which depicts violence, is of sexual nature or a disruptive nature or reveals undergarments, are prohibited.
- Employees should err on the side of caution; if an item is questionable, another item of clothing should be selected.

7.2 Township-Issued Uniforms:

The Township of Schaumburg believes employees serving in specific employment positions with high public visibility should have a common uniform appearance; to exhibit a professional appearance to the public; to provide the public the ability to readily identify a Township employee; to provide employees a set of work clothes; and to create a "team spirit" among employees. Uniforms will be issued by the Township according to the following policy:

The Department Head shall have jurisdiction over uniform specifications with final approval of the Township Administrator. Only specific employment positions will be required to wear the uniform. These positions include:

- Full- and part-time bus drivers.
- All employees working in the Building and Grounds Department.
- Security personnel.

Employees will be given an appropriate number of sets of uniforms so that it is possible to have a clean uniform available for every workday. The standard elements of the uniform provided by the Township shall include:

- Long/short sleeve shirt with Township logo.
- Bus Drivers and Building and Grounds Department will also receive, heavy cold weather jacket and light windbreaker with Township logo as well as a pair of safety shoes.
- Employees are responsible for laundering, keeping them in a neat, professional appearance.

SECTION 8: DISCRIMINATION AND HARASSMENT

8.1 Policy Against Discrimination and Harassment

The Township of Schaumburg is committed to maintaining a work environment which is free from all forms of harassment or discrimination of any kind. In keeping with this commitment, the Township prohibits and will not tolerate any form of harassment or unlawful discrimination, including harassment or discrimination on the basis of actual or perceived race, color, religion, creed, sex, gender identity, gender expression, pregnancy, childbirth, medical or common conditions relating to pregnancy or childbirth, ancestry, national origin, age, disability, association with a disabled person, sexual orientation, marital status, citizenship status, genetic information, arrest record, conviction record, military status, unfavorable discharge from military service, order of protection status, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence, traits associated with race, including but not limited to hair texture or protective styles such as braids, twists, or locks, or other legally protected group status, by its employees or against its employees by anyone, including supervisors, co-workers, officers, agents, vendors, customers or any third party. This Policy is intended to assure that the Township of Schaumburg is taking all steps to prevent harassment and discrimination in the workplace and to correct harassing or discriminatory conduct that does occur before it becomes severe or pervasive.

"Harassment" means any unwelcome conduct on the basis of an individual's actual or perceived race, color, religion, creed, sex, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, association with a disabled person, ancestry, marital status, military status, arrest record, conviction record, unfavorable discharge from military service, order of protection status, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence, citizenship status, traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, or twists, or any other classification protected under federal or state law that has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties.

Township of Schaumburg employees and officials bears the responsibility to refrain from discrimination or harassment in the workplace. Township employees who engage in discriminatory or harassing conduct may be subject to disciplinary action, up to and including termination of employment with the Township of Schaumburg. Furthermore, it is the responsibility of all supervisors to make sure that the work environment is free from harassment or discrimination of any kind.

The Township of Schaumburg also prohibits retaliation of any kind against anyone who has complained about discrimination or harassment, whether that concern relates to discrimination against or harassment of the individual raising the concern or against another individual. The Township does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction conduct in violation of this policy on the part of any employee, member of management, elected official, appointed official or non-employee.

8.2 Definitions and Prohibited Conduct

Sexual harassment:

For purposes of this Policy, sexual harassment/discrimination means any harassment or discrimination on the basis of an individual's actual or perceived sex or gender, including unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature, when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur between individuals of the same or different sex or gender-identity. This behavior is unacceptable in the workplace itself and in other work-related settings such as business trips, court appearances and business-related social events.

Sexual harassment can affect the victim and other employees as well. Conduct in violation of this policy has no legitimate business purpose. Prohibited acts of sexual harassment may include a range of subtle or overt behaviors and may involve individuals of the same or different gender. Examples of conduct that may constitute sexual harassment include but are not limited to:

- **Verbal:** sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-verbal:** suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- **Texting/electronic:** "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

Sexual harassment can include any harassment directed at an employee on the basis of sex.

Harassment and discrimination on the basis of any other protected status:

Prohibited harassment or discrimination consists of unwelcome conduct of any kind, whether verbal or physical, or disparate treatment based upon a person's actual or perceived race, color, religion, creed, sex, gender identity, gender expression, pregnancy, childbirth, medical or common conditions relating to pregnancy or childbirth, ancestry, national origin, age, disability, association with a disabled person, sexual orientation, marital status, citizenship status, genetic information, arrest record, conviction record, military status, unfavorable discharge from military service, order of protection status, status as a victim of domestic violence, sexual violence, gender violence, or other crime of violence, traits associated

with race, including but not limited to hair texture or protective styles such as braids, twists, or locks, or other legally protected group status.

- Harassing conduct can include, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, instant messaging, texts, Internet or computer usage) because of his or her actual or perceived protected status.

The Township will not tolerate harassing or discriminatory conduct in violation of this policy.

Individuals covered under the policy:

This policy covers all officers, employees, interns and volunteers of the Township of Schaumburg. The Township of Schaumburg will not tolerate, condone or allow harassment or discrimination, whether engaged in by fellow employees, supervisors, officers, interns, volunteers, agents or by other non-employees who conduct business with the Township of Schaumburg. The Township of Schaumburg requires that all incidents of harassment and discrimination be reported, regardless of who the offender may be, and the Township will promptly investigate all reported incidents. Where the alleged offender is not an employee, officer, intern, volunteer or agent of the Township of Schaumburg, the Township Administrator or their designee, in consultation with the complainant, will review the complaint and make every effort to identify a reasonable remedy if harassment or discrimination has been confirmed.

Responsibility of supervisory employees:

Each supervisor is responsible for maintaining the workplace free from harassment and discrimination. This is accomplished by promoting a professional environment and by dealing with harassment and discrimination as with all other forms of employee misconduct. In addition, all supervisors are required to report complaints of harassment or discrimination to the Township Administrator.

A supervisor must address an observed incident of harassment or discrimination or a complaint, with seriousness, take prompt action to investigate it, report it, and end it, and implement appropriate disciplinary action. This also applies to cases where an employee tells the supervisor about behavior that constitutes sexual harassment, or other harassment or discrimination, but does not want to make a formal complaint. In addition, supervisors must ensure that no retaliation will result against an employee making a complaint of harassment or discrimination.

Responsibility of individual employees:

Each individual officer, employee, volunteer or intern has the responsibility to refrain from harassment and discrimination in the workplace and to report incidents of harassment or discrimination, even if just observed. An individual employee who harasses or discriminates against a fellow employee is, of course, liable for his or her individual conduct and will be subject to disciplinary action, up to and including termination of employment.

Complaint process:

While the Township of Schaumburg encourages individuals who believe they are being harassed or discriminated to firmly and promptly notify the offender that his or her behavior is unwelcome, the Township of Schaumburg also recognizes that an employee may not feel comfortable doing so. If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions. The following

procedure should be followed by any employee, officer, volunteer or intern who has been the victim of conduct in violation of this policy or who has witnessed conduct in violation of this policy.

- **Reporting of incident:** All employees are required to report any suspected harassment or discrimination to his or her Department Head, except where the Department Head is the individual accused of harassment or discrimination. In that case, the complaint should be reported to a Department Head of another Department or the Township Administrator of the Township of Schaumburg. If the harasser is the Township Administrator, the problem should be reported to the Township Supervisor. In the case of an instance of sexual harassment, if the victim prefers to report the suspected harassment to someone of the same gender as that of the victim, the complaint can be reported to a Department Head of another Department. The report may be made initially either orally or in writing, but reports made orally must ultimately be reduced to writing.
- An elected official of a governmental unit can bring a complaint against an elected official of the Township by advising the Administrator or Human Resources. The Township will assign an independent reviewer to investigate such complaints.
- **Investigation of complaint:** When a complaint of harassment or discrimination has been reported, the Township Administrator or their designee will make a determination as to whether a detailed fact-finding investigation is necessary. (For example, if the alleged harasser does not deny the accusation, there would be no need to interview witnesses, and the Township could immediately determine appropriate corrective action). If a fact-finding investigation is necessary, the Township Administrator or their designee will initiate an investigation of the suspected harassment or discrimination promptly upon receipt of the complaint. The fact-finding investigation will include an interview with the employee(s) who made the initial report, the person(s) towards whom the suspected harassment was directed and the individual(s) accused of the harassment or discrimination. Any other person who may have information regarding the alleged harassment or discrimination may also be interviewed.
- **Report:** The person responsible for investigating the complaint will objectively gather and consider the relevant facts and shall prepare a written report within ten working days of his/her completion of the investigation of the harassment or discrimination unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that harassment or discrimination occurred, harassment or discrimination did not occur, or there is inconclusive evidence as to whether harassment or discrimination occurred. The findings of the investigation will be given to the employee(s) who made the initial report, the employee(s) to whom the suspected harassment or discrimination was directed, and the individual(s) accused of the harassment or discrimination. Any employee found to be in violation of this policy is subject to discipline up to and including termination.
- **Records and confidentiality:** Employees who report incidents of harassment or discrimination are encouraged to keep written notes and to keep copies of other relevant records that may assist in the investigation. Every effort shall be made to keep all matters related to the investigation and various reports confidential, to the extent permissible under the law.

- **Timeframe for reporting complaint:** The Township of Schaumburg encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. An employee should not wait until the situation becomes unbearable. Delayed reporting of complaints will not, in and of itself, preclude the Township of Schaumburg from taking remedial action.
- **Protection against retaliation/retaliation prohibited:** The Township of Schaumburg will not in any way retaliate or permit any employee, officer or agent of the Township to retaliate against an individual who makes a report of harassment or discrimination or provides information related to such report. Any witness to an incident or participant in any investigation of harassment or discrimination is also protected from retaliation. Retaliation is a serious violation of this Anti-Harassment/Anti-Discrimination Policy and should be reported immediately.
 - Any person found to have retaliated against another individual for reporting harassment or discrimination will be subject to the same disciplinary action provided for harassment/discrimination offenders, meaning disciplinary action up to and including termination of employment.
 - No one making a complaint of harassment or discrimination or providing information related thereto will be retaliated against even if a complaint made in good faith is not substantiated.
 - Similar to the prohibition against retaliation as set forth in this policy, whistleblower protection from retaliatory action is afforded under the State Officials and Employees Ethics Act (5 ILCS 430/15-10; 5 ILCS 430/70-5), the Whistleblower Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101).

8.3 Discipline/Sanctions

Disciplinary action will be taken against any employee found to have engaged in harassment or discrimination of any other employee. The extent of sanctions may depend in part upon the length and conditions of employment of the particular employee and the nature of the offense. The Township of Schaumburg has the right to apply any sanction or combination of sanctions, up to and including termination, to deal with unreasonable conduct, harassment or discrimination.

- Where a hostile work environment has been found to exist, the Township of Schaumburg will take all reasonable steps to eliminate the conduct creating such an environment.

In addition to any and all other discipline that may be applicable pursuant to the Township's policies, employment agreements, procedures, and/or employee handbooks, any person who violates this policy or the prohibition on sexual harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Township and any applicable fines and penalties established pursuant to local ordinance, state law or federal law. Each violation may constitute a separate offense. Any discipline imposed by the Township shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.

False and frivolous complaints:

If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate

sanctions, up to and including termination. False and frivolous charges do not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for an individual accused of harassment or discrimination, a false and frivolous charge is a severe offense that can itself result in disciplinary action, including termination.

Education/training:

Education and training for employees at every level of the Township is critical to the success of the Township's policy against harassment and discrimination. The Anti-Harassment/Anti-Discrimination Policy will be distributed to all officials, employees, interns and volunteers of the Township. All officials, employees, interns and volunteers are required to read and sign a receipt of the Township's policy. In addition, officials and employees will receive annual training regarding the Township's Anti-Harassment/Anti-Discrimination Policy.

A person who fills a vacancy in an elective or appointed office and all newly hired employees will complete his or her initial harassment and discrimination prevention training program within 30 days after commencement of his or her office or employment and annually thereafter.

The training shall include, at a minimum, the following:

- The definition and a description of sexual harassment, unlawful discrimination, and harassment, including examples of each;
- Details on how an individual can report an allegation of sexual harassment, unlawful discrimination, or harassment, including options for making a confidential report to a supervisor or the Illinois Department of Human Rights (IDHR);
- The definition and description of retaliation for reporting sexual harassment, unlawful discrimination, or harassment allegations utilizing examples, including availability of whistleblower protections under the Workplace Transparency Act, the Whistleblower Act, and the Illinois Human Rights Act; and
- The consequences of a violation of the prohibition on sexual harassment, unlawful discrimination, and harassment and the consequences for knowingly making a false report.

8.4 Procedures for Filing a Complaint of Harassment or Discrimination

The Township of Schaumburg hopes that any incident of harassment, discrimination or retaliation can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the IDHR and/or the United States Equal Employment Opportunity Commission (EEOC). A charge must be filed within 300 days of the incident. In addition, an appeal process is available through the Human Rights Commission (IHRC), after the IDHR has completed its investigation of the complaint.

- **IDHR:**
CHICAGO- 312-814-6200
TTY- 866-740-3953
- **IHRC:**
Chicago- 312-814-6269
Chicago TTY- 312-814-4760
- **EEOC:**
CHICAGO: 800-669-4000
TTY: 800-869-8001

SECTION 9: DRUG FREE WORKPLACE

9.1 Drug and Alcohol Policy

Township of Schaumburg has implemented this policy, and related procedure, in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, well-being, job performance, safety, and efficiency. The policy expresses the Township's desire to satisfy the requirements of the Federal and State Drug Free Workplace Acts. In accordance with these statutes and concerns, the Township has resolved to maintain an alcohol and drug free workplace. Township of Schaumburg will not condone any conduct inconsistent with the goal and policy of a Drug Free Workplace Act, including:

- The manufacture, distribution, dispensation, sale, possession, or use of alcohol, illegal drugs, cannabis, or controlled substances, at the workplace while otherwise conducting Township business, whether on or off the Township premises.
- Abusing any drug, although legally obtained (such as a prescription drug), by not using the drug for prescribed purposes, not taking the drug according to prescribed dosages at the workplace, while otherwise conducting Township business, whether on or off the Township premises.
- Being impaired by, or under the influence of, alcohol, cannabis, illegal drugs, or controlled substances at the workplace, while otherwise conducting Township business, whether on or off the Township premises.
- Other conduct off-the-job that is inconsistent with this policy, and which adversely affects an employee's job performance, the safety of other employees and the public, and the public's trust, such as the illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or controlled substances.

The Township will not penalize an employee or applicant solely for his/her status as a registered qualifying patient or registered designated caregiver under the Compassionate Use of Medical Cannabis Program Act, unless failing to do so would put the Township in violation of federal law or unless failing to do so would cause it to lose a monetary or licensing-related benefit under federal law or rules. The Township prohibits the use and storage of both medical and recreational cannabis on its property, at all workplaces and in any employer-owned vehicles.

Individuals who are registered users of medical cannabis in accordance with the Compassionate Use of Medical Cannabis Program Act and individuals who use cannabis in accordance with the Cannabis Regulation and Tax Act may not report to work under the influence of cannabis. This policy prohibits the undertaking of any task under the influence of cannabis, when doing so would constitute negligence, professional malpractice or professional misconduct. Any violation of this policy may result in immediate discharge and may subject an employee to legal action.

Employees who drive commercial motor vehicles, operate or repair heavy or large mobile equipment or perform other safety-sensitive functions including drivers and facility/ maintenance staff, in addition to the prohibitions above must not consume alcohol for four hours prior to duty time and up to eight hours following an accident or until the employee undergoes a post-accident test, whichever comes first.

9.2 Definitions

For purposes of this Policy and Procedures, the following definitions apply:

- **“Alcohol”** means any substance containing any form of alcohol, including, but not limited to ethanol, methanol, propanol, and isopropanol.
- **“Cannabis”** is defined as provided in the Cannabis Control Act (720ILCS 550/1 *et seq.*), which provisions are specifically incorporated in this Policy/Procedure by reference.
- **“Controlled Substance”** means a controlled substance and Schedules I – V of Section 812 of Title 21, of the United States Code, which provisions are specifically incorporated in this Policy/Procedure by reference.
- **“Criminal Drug Statute”** means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
- **“Township Property”** means any building, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used, or controlled by the Township. Township Property also includes property used by Township’s patrons while on Township sponsored events, or field trips, or property of others, when presence therein by the Township employee is related to employment with the Township.
- **“Drugs”** means illegal drugs, **cannabis**, and controlled substances.
- **“Legal Drugs”** means prescription drugs and over-the-counter drugs, which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
- **“Medical Facility”** means any physician, laboratory, clinic, hospital, or other similar entity.
- **“Policy”** means Township of Schaumburg Alcohol and Drug-Free Workplace Policy.
- **“Procedure”** means Township of Schaumburg Alcohol and Drug-Free Workplace Procedure.
- **“Positive Alcohol Test”** means that it has been determined through medical testing that the blood alcohol content is at least 0.04, or a refusal to submit to testing.
- **“Positive Drug Test”** means the specimen submitted contains traces of any of the following five drugs being tested for: marijuana, cocaine, amphetamines, opiates, and phencyclidine.
- **“Possess”** means to have either in or on an employee’s person, personal desk, files, or other similar area.
- **“Refusal to Submit”** to alcohol or controlled substances test means any of the following:
 - Fails to provide adequate urine, breath, or blood, or such similar substance as the medical facility or legal counsel may recommend for testing without a valid medical explanation after receiving notice of the requirements for testing.
 - Engages in any conduct that clearly obstructs the testing process.
 - Refuses to go to a testing site to be tested.

“Under the Influence” means that alcohol or drugs affect the employee in any determinable manner. Disciplinary action, up to and including termination from employment may be based on the conclusion that an employee is or was under the influence as established by a medical professional’s opinion, a scientifically valid test, specific articulable symptoms observed in the workplace by a reliable witness. A registered qualifying user of medical cannabis under the Compassionate Use of Medical Cannabis Program Act must first be given a reasonable opportunity to contest the basis of the suspected

impairment before being subject to discipline based on the employer's good faith belief of impairment. A user of cannabis under the Cannabis Regulation and Tax Act must also first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on the employer's good faith belief of impairment.

9.3 Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The Township will not discipline an employee who voluntarily seeks treatment for a substance abuse problem, if the employee is not in violation of the Township's Drug and Alcohol Policy, or other rules of conduct. Seeking such assistance will not be a defense for violating the Township's Drug and Alcohol Policy, nor will it excuse or limit the employee's obligation to meet the Township's policies, rules of conduct, and standards, including, but not limited to those regarding attendance, job performance, and safe and sober behavior on the job.

- Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with Township management and undergo appropriate medical treatment.
- Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan.
- Township management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Procedure.

9.4 Screening and Testing

The screening or testing initiated by the Township will be conducted by a medical facility selected by the Township at the Township's expense. The screening or testing may require an analysis of the employee's breath, urine, blood, or such similar substance as the medical facility or legal counsel may recommend. Under circumstances established by the National Institute on Drug Abuse (NIDA) and the Department of Health and Human Services (DHHS), if the collector has reason to believe that the specimen is: 1) not that of the donor, or 2) has been adulterated or altered, the donor may be asked to provide a fresh specimen in the presence of a witness within eight hours.

Collected specimens shall be tested for evidence of marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP) use. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of the specimen or other testing, to disclose the use of legal drugs, and to explain the circumstances of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Drug and Alcohol Testing of any employee is to be conducted at a time and place of the Township's choice based on any of the following reasons:

- **Pre-Employment:** Drug and alcohol testing may be conducted for prospective employees, as a final prerequisite in the Township's employment selection procedure. All applicants for positions in which Township vehicles are driven will partake in pre-employment testing.
- **Post-Accident:** Drug and alcohol testing will be conducted for individuals involved in any "qualifying accident," as defined below, based on the individual circumstances surrounding the accident and

the employee's conduct. Testing will take place as soon as possible following the accident. Intentional delay in reporting an accident will be grounds for disciplinary action up to and including discharge from employment.

- For purposes of this Policy, "qualifying accident" means any work-related accident resulting in:
 - The death of a human being; and/or
 - Bodily injury to any person who, as a result of the injury, receives professional medical treatment; and/or
 - Property damage in the amount of \$1,000.00, or greater, based on reliable estimates;Where the Township has reasonable cause to believe that an employee's drug or alcohol use may have contributed to cause the accident.
- **Reasonable cause:** Drug and Alcohol testing will be required if a supervisor, has reasonable cause to believe that the individual is under the influence of alcohol, or a legal or illegal drug. The Township will transport the individual to the testing site. The individual will then be taken home. Reasonable cause may be determined based on: specific objective facts (provided by reliable, and credible sources, or independently corroborated) and rational inferences that may be drawn from these facts; and/or physical symptoms of being under the influence of alcohol or drugs, such as abnormal or erratic behavior/speech, or body odors.

The results of any breath, blood, urine, analysis shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis, and the Township. However, the Township may use the results to decide upon an action to be taken towards tested individuals, or to the extent necessary to defend its actions in any subsequent legal or other proceeding.

Depending upon the circumstances and the employee's work history/record, the Township may offer an employee who violated this policy, or tests positive, the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up testing at times and frequencies determined by the Township. If the employee either does not complete their rehabilitation program, or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

Human Resources is aware that the above is circumstance specific. Therefore, each situation will be addressed on a case-by-case basis. When testing under the circumstances of reasonable cause, or post-accident, the employee will not be permitted to return to work until the test results are received from the testing laboratory:

- If the test results are negative, and the employee has not otherwise violated any work rules, the employee will be paid for time lost while awaiting test results.
- A positive test may result in disciplinary action, up to and including discharge.

If, at any time, an employee, or prospective employee, refuses to submit to testing, it will be treated as a positive test and the appropriate procedures will be followed, which may include non-qualification for a position, discipline, treatment, or discharge from employment.

Use of legal drugs

Any employee who performs safety-sensitive functions and has taken a legal drug must report the nature of side effects of such legal drug to their immediate supervisor, if the legal drug may cause drowsiness, or if it may alter judgment, perception, or reaction time, or otherwise impair the employee's

ability to safely perform the duties of the employee's job. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the legal drug may have such a potential side effect. The information will be retained by the Township, in a confidential manner, and shall be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the department, shall decide whether the employee may safely continue to perform the job while using the legal drug, or if the employee must be sent/taken home and benefit time used, if available. Failure to disclose the use of such legal drugs may be cause for discipline, up to and including dismissal.

Notice of Convictions

Any employee who is convicted of, or assigned supervision or probation, for violating any federal or state criminal drug statute must notify Human Resources and/or direct supervisor within five days of such court action. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession, or use of any controlled substance. Failure to notify Human Resources may subject the employee to disciplinary action, up to and including dismissal.

9.5 Discipline/Penalties for Violation

In addition to, or as an alternative, depending on the circumstances as determined by the Township and its sole discretion, the Township may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Township, and by a federal, state, or local law enforcement or other appropriate agency. Employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Township.

Participation in a treatment program will not protect the employee from disciplinary actions should job performance remain unsatisfactory. Where the Township decides to discipline an employee solely on its determination that the employee is under the influence or impaired by drugs or alcohol without obtaining a medical professional opinion or scientifically valid test, the Township will offer the employee an opportunity to contest the basis for the determination that the employee is under the influence or impaired prior to imposing final discipline.

Depending upon the circumstances and the employee's work history/record, the Township may offer an employee who violated this policy, or tests positive, the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up testing at times and frequencies determined by the Township. If the employee either does not complete their rehabilitation program, or tests positive after completing the rehabilitation program, they will be subject to immediate discharge from employment.

SECTION 10: SAFE WORKPLACE POLICY

10.1 Violence Free Workplace Policy

The Township is committed to promoting a safe work environment free of violence, harassment and intimidation. Behaviors that are abusive, obscene or considered to be threatening conduct or communication that is intended to harass, annoy, alarm, torment, embarrass or injure another will not be tolerated.

- While on duty or on Township property, employees shall not use obscene or abusive language or offensive gestures in their communication with coworkers or members of the public; employees shall not by oral, written, electronic or other means of communication threaten or intimidate coworkers or members of the public; and employees shall not physically endanger, intimidate or injure coworkers or members of the public.

Such conduct will not be tolerated. Employees who engage in such conduct will be subject to discipline, up to and including termination.

Township employees are required to report incidents of threats or acts of physical violence of which they are aware directly to their Department Head, Human Resources or the Township Administrator. Each incident of violent behavior, whether the incident is committed by another employee or a member of the public, must be reported to the Department Head, Human Resources or Township Administrator immediately.

If an employee is aware of a threat of imminent physical harm to themselves, another employee or member of the public, the employee should attempt to remove themselves from the dangerous situation and immediately notify appropriate emergency personnel by engaging the nearest panic button, and/or calling "911." The employee must report this emergency call immediately to their supervisor or, in the event the immediate supervisor is not available to another management employee immediately.

In critical incidents in which a serious threat or injury occurs, emergency responders such as police or fire personnel must be immediately notified.

10.2 Weapons Policy

Employees of the Township are prohibited from the use or open or concealed carrying or storing of firearms or weapons on or in any building owned, leased or controlled by the Township; any vehicle or equipment owned, leased or controlled by the Township; any public area under the control of the Township; or at any time or in any area that is associated with Township employment, while they are acting within the scope of his or her employment. The Township is aligned with the Illinois Concealed Carry Act, which permits a license holder to store a firearm concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area.

The term "weapons" includes, but is not limited to: all firearms; any knife with a blade length of three inches or more; a switch blade knife; a stun gun or taser; metal knuckles; a pneumatic gun, spring gun, paint ball gun, or BB gun; any bomb, bomb-shell, grenade, bottle or other container containing an explosive or noxious substance for like purposes (other than an object containing a non-lethal noxious liquid gas or substance designed solely for personal defense carried by a person 18 years of age or older); any other

weapon identified in subsection (a) of Section 24-1 of the Illinois Criminal Code, or any object or chemical whose purpose or the use of which is to cause harm to another person.

The term “firearms” includes, but is not limited to, any loaded or unloaded: handgun; machine gun; rifle; shotgun; pistol; revolver; or any device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas.

SECTION 11: TECHNOLOGY

11.1 Technology Resources Policy

Performance of job duties can involve the use of Township technology resources. These resources, such as networks, servers, workstations, telephones, databases, services, such as the Internet and email, remote access, cell phones, or access to internet service providers, or other similar network systems and communications devices that may be used for Township business, are the sole property of the Township, and are intended for Township business use. **Users have no expectation of privacy in the use of Township technology resources, including the creation, entry, receipt, storage, or transmission of data.** Users should also have no expectation of controlling what software, security mechanisms, or technology the Township deems necessary to maintain the safety and security of its network and data.

- All data generated by, created, entered, received, stored, or transmitted via the Township's technology resources is Township property, and the Township may, without prior notice, access, search, monitor, inspect, review, or disclose all such data, and use of technology resources.
- Users specifically consent to the access by and disclosure to the Township of information created, entered, transmitted, or received via the Township's technology resources that is stored by a third-party electronic communication service or remote computing service, and have no expectation of privacy in such information.
- Any unauthorized or inappropriate use of these technology resources, or unauthorized or inappropriate access to information stored on or through such resources, may result in disciplinary action, up to and including termination.

11.2 Electronic Communications

The Township functions as a local government agency. As such, all Township relevant content must be saved and accessible at any time per the rules and guidelines including but not limited to records retention, and FOIA requests. Consistent with the above guidelines, the Township in its discretion as owner of the email system and other messaging system or communication, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over such systems and networks, for any reason and without the permission of any employee.

- It is essential that all users of the email system know and understand the Township's policy regarding the use of email. Employees may use the Township's communication equipment and services for conducting matters of the Township only.
- Even if employees use a password to access the email system or other system or network, the confidentiality of any message stored in, created, received, or sent from Township technology resources and communication devices still cannot be assured. Use of passwords, or other security measures, does not in any way diminish the Township's rights to access materials on its system or create any privacy rights of employees in the messages and files on the system. Employees may not send or forward any communications which masks or misrepresents their identity as the sender or which is encrypted except as authorized by management.
- Even though the Township has the right to retrieve and read any email and other messages, those messages should still be treated as confidential by other employees and accessed only by the

intended recipient. Employees are not authorized to retrieve or read any email or other messages that are not sent to them.

- Employees are reminded to be courteous to other users of the system, and always to conduct themselves in a professional manner. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email and other electronic communications with no less care, judgment, and responsibility, than they would use for letters or internal memoranda.
- The Township's conduct policies, including the policy against sexual or other harassment, apply fully to its technology resources, email and other messaging systems. Any violation of those policies is grounds for discipline, up to and including discharge. Therefore, no message or other content should be created, sent, or received if it contains intimidating, hostile, or offensive material concerning race, color, religion, sex, sexual orientation, age, national origin, disability, or any other classification protected by law.
- The Township's technology resources, email system, or other messaging systems and communication networks, may not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Users should routinely delete outdated or otherwise unnecessary emails, messages, and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs. Emails that are deleted must in no way be covered under the records retention policies. Employees should be aware, that deletion of any email messages or files will not truly eliminate the messages from the system. All email and other messages are stored in a central backup system in the normal course of data management, and toward addressing any records requests.

- Employees must exercise caution when opening emails with any external attachments originating from any unknown source, as they may contain viruses.
- Chain mail and junk mail should not be forwarded, and should be deleted upon discovery, as they can contain viruses or spyware.

11.3 Personal Electronic Devices

Employees must be aware that all personal devices that are connected to the Township's network, or otherwise used for Township business, are subject to the Township's policies, technical standards, and protocol. As the use of personal electronic devices for work is neither recommended nor a requirement of the Township, employees assume all responsibility for the use of personal technology resources for Township business. The Township is not liable for and will not reimburse employees for any loss or damage to personal technology resources used during Township business hours.

- Employees who utilize personal computers and/or electronic storage or communication devices to conduct any Township business must allow the Township access to such devices for purposes of complying with requests for information under the Freedom of Information Act, and as otherwise required to conduct Township business. This access to personal devices includes access to any messages related to Township business to comply with the Freedom of Information Act.
- Upon separation from employment, employees will be required to allow the Township to recapture any Township data and property from the employee's personal technology resources.

11.4 Computer and Cell Phones

As with all Township assets, computer systems, hardware, and software are provided and intended to be used for authorized business use. Non-business use of Township computers is prohibited; however, reasonable, incidental, and occasional use of the Township computers, may be permitted if it does not interfere with the performance of any employee's work, or burden or compromise the effectiveness of the Township computers.

Any personal use of the Township computers is subject to Township policies, including the provisions of this policy, which permit monitoring all use of Township technology resources.

- Use of the Township computers to receive, copy or transmit information, software, or other materials protected by copyright law, or information which the Township considers confidential or trade secrets, is prohibited. No employee should install any software or download any files without management approval.
- Employees may not use cellular phones for talking or texting while driving Township vehicles, or while engaged in Township business in any vehicle. They must pull over to the side of the road, or use a hands-free device, if permitted, under applicable law.
- Any employee found to be in violation of this policy is subject to disciplinary action. Employees learning of misuse of the Township computers should report it to their supervisor.

11.5 Passwords

Each individual who is granted access to a Township email account has an obligation to protect the security of the email system. Each user should keep their password secret from all others and may change their password at any time. The only individual with the power to access and change another's password is the Township's IT System Administrator or their designated representative—who will do so only for legitimate operating reasons, or at the request of the authorized user involved (e.g., to review and retrieve emails; or if a user should forget their password and be unable to gain access to their own email account).

11.6 Internet Policy

The Township provides access to the internet for authorized users to support the business purposes of the Township. No use of the Internet should conflict with the primary business purposes of the Township, or with applicable laws and regulations. As a condition of continued employment, each user is personally responsible to ensure that this policy is followed.

The Township may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. There is no individual expectation of privacy in terms of their usage of the Internet via Township computers. In addition, the Township restricts access to sites that it deems are not necessary for business purposes.

- Employees are prohibited from encrypting files on their computers or taking any steps that block access to files other than the use of Township passwords or approved encryption programs. Employees must maintain passwords and logon codes toward protecting Township data.
- The Township's connection to the internet ***may not be used*** for any of the following activities:
 - To access, create, transmit, print, or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as

harassment, or disparagement, based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs or any other protected class. This includes sexually-oriented messages or images.

- Downloading, disseminating or posting of copyrighted material that is available on the internet to the Township's network is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
 - Without prior approval, software should not be downloaded from the internet, as the download could introduce a computer virus to the Township's network. In addition, copyright laws may cover the software and the downloading could be an infringement of copyright law.
 - Employees should safeguard against using the internet to transmit personal comments or statements through email, or to post information to newsgroups that may be mistaken as the position of the Township.
 - Employees should guard against the disclosure of confidential information using the internet, email or newsgroups.
 - The internet should not be used to send, or participate in any misinformation spreading, pyramid schemes, or other illegal schemes.
 - The internet should not be used to proselytize or solicit others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.
- The internet provides access to many sites that charge a subscription usage fee to access and use the information on that site. All items that are charged to the Township are subject to the same approval process as other business-related expenses. Requests for approval to access a subscription-based site should be submitted to the employee's supervisor or the Director of Administrative Services for preapproval. If costs are appropriately incurred on behalf of the Township, the user may submit the charges for reimbursement and expense reports, subject to customary review by the Finance Department.
 - If you have questions regarding any of the policy guidelines listed above, please contact your supervisor or the Township Administrator.

11.7 Personal Social Media Use Policy

At the Township, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

11.8 Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chatroom, whether or not associated or affiliated with the Township, as well as any other form of electronic communication.

The same principles and guidelines found in the Township’s policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects residents, customers, suppliers, people who work on behalf of the Township or the Township’s legitimate business interests may result in disciplinary action up to and including termination.

- **Know and follow the rules:** The same rules found in this Handbook apply to your activities online. Carefully read these guidelines paying specific attention to the Township’s Anti-Harassment/Anti-Discrimination policy in this Personnel Policy. Ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- **Be respectful:** Always be fair and courteous to fellow employees, residents, customers, vendors, suppliers or people who work on behalf of the Township. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Township policy.
- **Be honest and accurate:** Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Township, its residents, fellow employees, members, customers, suppliers, or people working on behalf of the Township.
- **Post only appropriate and respectful content:**
 - Maintain the confidentiality of the Township’s private or confidential information.
 - Do not create a link from your blog, website, or other social networking site to a Township website without identifying yourself as a Township employee.
 - Express only your personal opinions. Never represent yourself as a spokesperson for the Township. If the Township is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Township, fellow employees, residents, members, customers, suppliers or people working on behalf of the Township.
 - If you do publish a blog or post online related to the work you do or subjects associated with the Township, make it clear that you are not speaking on behalf of the Township. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Township.”

Using social media at work

Refrain from using social media while on work time or on equipment provided by the Township unless it is work-related as authorized by your manager or consistent with Township policies. Do not use the Township's email addresses to register on social networks, blogs or other online tools utilized for personal use. Employees are prohibited from disclosing confidential Township records or information on social media. Confidential information and records includes information that is prohibited by law from being disclosed as well as records that are protected against disclosure under the exemptions to the Illinois Freedom of Information Act.

Retaliation is prohibited

The Township prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is intended to infringe on an employee's right to engage in protected, concerted action under the Public Labor Relations Act. Likewise, nothing in this policy is intended to infringe on an employee's rights under the state or federal constitutions. If you have questions or need further guidance, please contact Human Resources.

11. 9 Security and Workplace Searches Electronic Surveillance

Township of Schaumburg has deployed an electronic surveillance system as an element of its loss control program. The electronic surveillance system does not intrude on private places, such as bathrooms. Various monitors and information recorded shall be viewed only by staff, administrative personnel, and others as required by law or based upon the legitimate operating needs of the Township. This information is proprietary to Township of Schaumburg and may only be released to or viewed by others upon authorization of the Township Supervisor, Township Administrator, Human Resources, or their designee. Unauthorized release of information may result in disciplinary action, up to and including suspension or termination.

11. 10 Workplace Searches

Employees do not have an expectation of privacy as to any Township property. All Township property, including offices, desks, files, file cabinets, lockers, Township vehicles, whether locked or unlocked, are the property of the Township and are issued for the use of employees only during their employment with the Township. The Township reserves the right to search all Township property, including any employee's office, desk, files, file cabinet, locker, or any other Township area or article on Township premises, at any time, including Township vehicles, whether or not such property is locked or unlocked and whether or not the lock is Township owned or employee owned.

While the Township will ordinarily attempt to make such inspections with the employee's consent or in the employee's presence, the Township has the right to conduct such inspections without prior consent or notice. ***Employees who refuse to cooperate in an inspection or search, as well as employees who are found to be in possession of stolen property, unauthorized weapons, any unauthorized work-related documents or files, any Township property, or drugs or alcohol, will be sent immediately to the Township Administrator and be subjected to disciplinary action, up to and including termination.***

The Township is not responsible for loss of or damage to personal property on the job.

SECTION 12: OTHER IMPORTANT POLICIES

12.1 Miscellaneous

- **Professional representation at community events:** It is the policy of the Township to encourage employees to participate in community service affairs of charitable, educational, religious, fraternal, business, and civic organizations. Guidelines for attendance at these events are as follows:
 - Employee participation in community activities must not adversely affect the employee's job performance.
 - Time spent on community affairs, when not undertaken at the request of the employee's supervisor, should normally be outside of the employee's regular working hours and therefore, will not be considered hours of work for pay purposes.
 - The Department Head, the Township Administrator, or the Township Board may identify certain community activities in which it wants to be represented and then designate the employees it will sponsor for participation or membership in such organizations.
 - Employees designated will represent the Township in the organization and will be expected to promote the Township's interests.
 - Under these circumstances, time spent on the community activity will be considered hours worked for pay purposes.
 - Employee-initiated participation in community affairs that involves an extended period of time away from the job will be handled on a case-by-case basis upon consultation with the employee's Department Head and the Township Administrator.
 - Reimbursement for the expenses or fees involved in community activities should be handled in accordance with the Travel, Meal & Lodging Expense Reimbursement Policy.
 - Employees have a responsibility when expressing personal opinions in a public forum (in person or online) to make it clear that the opinion is a personal one and not one representing the Township.
 - Any public communication which might be considered as representing the Township's position must come from the appropriate elected official or staff member.
 - Employees engaging in political activities must do so as individuals on their own time, not as representatives of the Township, and may make no representations otherwise.
 - Employees are not to discuss internal confidential affairs in any public forum.
- **Solicitation** will not be permitted during working time or during non-working time in areas where it will disturb other employees who are working. Distribution or circulation of printed material by employees will not be permitted during working time, nor at any time in work areas. "Working time" refers to that portion of any workday during which an employee is supposed to be performing any actual job duties; it does not include other duty-free periods of time. Solicitation and distribution by non-employees in non-public areas of Township property is strictly prohibited.

12.2 Smoking Policy

The Township of Schaumburg is a smoke-free workplace, per applicable state and local laws.

12.3 Whistleblower Policy

The information disclosed under this section will include reporting of any violation or suspected violation of federal, state or local laws, Township policy by a Township employee, or independent contractor, which presents a substantial and specific danger to interests of the Township. Additionally, information disclosed, which indicates acts or suspected acts of neglect, gross waste of funds or neglect of duty committed by an agency, will be included.

Definitions: As used in this section, the following words or terms will have the meanings indicated:

- “Employee” means any person hired by the Township after completing the onboarding personnel procedures required by Township.
- “Independent contractor” means any person or business other than a Township employee, who provides goods and/or services to the Township and enters into a contractual agreement with the Township.
- “Adverse personnel action” means discharge, suspension, transfer, demotion, reprimand, warning, withholding or reduction of salary or benefits of employee, or any other adverse action taken against an employee within the terms and conditions of employment by the Township; or suspension or cancellation of contract of an independent contractor.

Neither the Township, nor its supervisors, will take or recommend to the Township to take adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy.

The Township will not participate in any type of adverse personnel action that affects the rights or interests of an independent contractor in retaliation for the contractor’s disclosure of the information under this policy. The information will be disclosed to the appropriate entity having the authority to investigate, police, manage, or otherwise remedy the violation or act.

This policy, along with the Defense of Trade Secrets Act of 2016, protects employees and other persons who disclose information on their own motive in a written and signed complaint to a Township, state agency or federal government, or who are requested to participate in an investigation, hearing or other inquiry conducted by the Township, state agency or federal government. The provisions of this policy will not be applicable when an employee or independent contractor discloses information known to be false. Any employee who is subject to adverse personnel action has the right to report or file a complaint by contacting Human Resources.

12.4 Confidentiality Policy

During the course of your employment, you may work with information that is confidential and proprietary, that may include: personal information and files on other employees, Township residents or anyone who utilizes our services; information that is prohibited from being disclosed by federal or state law, and other records that are exempt from disclosure by the Freedom of Information Act. Employees are prohibited from disclosing confidential information or records. Nothing in the policy is intended nor

should be interpreted as infringing in any way on any of your right to engage in concerted, protected activity or your rights under the First Amendment or any other rights.

Maintaining this confidentiality is an important part of Township services. You must protect this Confidential Information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate business need to know. Your supervisor or anyone authorized by the Township may access any files, information or other Confidential Information as defined in this policy, at any time, without notice to or permission by you. The duty to maintain confidentiality extends after your separation from the Township. Any employee who discloses Confidential Information to anyone in violation of this policy will be subject to discipline, up to and including immediate termination.

12.5 Workplace Pet Policy

Pets make our lives better in so many ways. In the workforce environment, they can create fun, happiness, and encourage interactions among employees, and residents. Pets are also a duty, and the opportunity to have them at our workplace is a privilege all participants must respect. To take part in our pets-at-work option, employees must agree to honor this workplace pet policy. Schaumburg Township is responsible for assuring the health and safety of all employees and residents.

- A pet owner wishing to bring a pet to the office should first obtain written permission from their immediate supervisor and provide that to Human Resources (the approval needs to be submitted on an annual basis).
 - Any decision to allow a pet to come to the office, or to exclude a pet from the office, will be made by the owner's immediate supervisor or Human Resources. *At any time the pet or owner fail to follow policy, the approval can be placed on hold or rejected.*
- If supervisor approval is obtained, the pet owner must also complete a Pet Profile and Waiver of Liability Form and submit the completed form to Human Resources.

There is an exception in cases involving *trained/certified therapy and service animals*, which should be referred to Human Resources:

An employee who requires the help of a service animal, defined by 28 CFR 36.104 as "Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability", will be permitted to bring a service animal to the office, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the Township.

Pet Requirements: To participate, pets must be:

- At least 3 months old.
- Up to date on vaccinations required by state law.
- Free of any communicable infections or any parasites such as fleas.
- House-trained, clean and well-groomed.
- Obedient, well-socialized, and with no history of biting, excessive barking or other vocalization, chasing, or aggressive behavior.

- Microchipped, to help locate and return them in case they would run away while visiting these scenarios will be recorded.
- Spayed or neutered.
- Covered under their owner's homeowners/renter's insurance policy, which must cover dog bites.

Pet Parent Responsibilities: To comply with our workplace pet policy, pet parents who want to bring their pets to work must agree to:

- Review, execute and submit a Pet Profile and Waiver of Liability Form, as attached to this Policy.
- Be 100% responsible and liable for their pet's behavior, well-being, hygiene, and happiness the entire time it is visiting.
 - All animals must be in the continuous full control and physical presence/ proximity of their owners.
 - The employee must be the official owner of the pet in the workplace.
- Maintain homeowners/renters' insurance that covers dog bites, or injuries associated with any pet in the workplace.
- Provide annual proof of vaccination and health for their visiting pets.
- Keep their pet with them and controlled throughout the day.
 - All pets must be leashed at all times in community areas (main lobby, common areas).
 - Once in an office with a door or dog gate, the pet can be off leash *as long as those in the closed space agree that the dog or other pet can be loose.*
 - Owners are expected to clean up, completely and immediately, after any accidents by their animals.
- Provide and maintain required care items: leash/collar/harness, food/water dishes, chew toys (please no squeaky/noisy toys), pet bed/ blanket, and crate/gate, accident clean up materials.
- Ensure that their pet's behavior does not interfere with other employees' comfort or ability to do their work.
 - Be respectful of other employees, and their pets, to ensure everyone can be as successful and productive as possible at work.
- Keep pets out of pet-free areas (bathrooms, kitchen/break areas, offices designated as such).
- Take their pet home at any time if the pet's behavior or health makes it a distraction, nuisance, or danger to anyone else, or if asked to do so by their manager.
 - Keep pets at home on days when the employee would be unable to fully manage the pet at work (e.g., an all-day meeting) or the pet is ill.

Managing Issues: Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the owner's immediate supervisor or Human Resources.

Concerns related to visiting pets or the workplace pet policy should be handled in the following way:

- Talk with the pet parent and work to resolve issues mutually.
- Escalate the issue to the pet owner's supervisor.
- Escalate the issue to Human Resources.

An employee who brings an animal to the office is completely and solely liable for any personal injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner. Schaumburg Township shall not be liable for loss of, or injury to, any animal brought to the workplace.

Township of Schaumburg
Workplace Pet Policy
Pet Profile and Acknowledgement and Waiver of Liability Form

Employee / Pet Owner's Name: _____
Pet's Name: _____
Breed: _____
Age of Pet: _____
How long have you owned him/her? _____
Spayed or Neutered? Yes or No
Male or Female? _____
Microchipped? Yes or No
Microchip Identification Code: _____

Is your pet potty-trained? Yes or No
Any food restrictions?

Does your pet have any current health concerns?

Has your pet ever displayed any aggressive tendencies (growling, lunging, nipping, biting, scratching, etc.) towards humans or pets? If yes, please explain.

Do you anticipate chewing problems (wires, trash, food, etc.) Yes or No. If yes, please explain.

Did you disclose all pertinent health or behavioral concerns?

Please explain any other information that the Township should be aware of:

Homeowners Insurance Information (proof of insurance and pet coverage must be attached):

.....
ACKNOWLEDGEMENT AND WAIVER OF LIABILITY:

In consideration of being permitted to bring one's pet to the work place, I _____ (the pet owner) acknowledge that I have read and understand the Township of Schaumburg Workplace Pet Policy and agree to abide by its terms, and confirm that the information set forth in the Pet Profile set forth above is true and correct, and do hereby unconditionally release, indemnify, waive, discharge and agree

to hold harmless the Township of Schaumburg and all of its officers and employees, from any loss, damage, liability and expense, including court costs and attorney fees, that may be incurred as a result of injuries, including death to persons or pets, or damage to property, directly or indirectly associated with the owner bringing his/her pet to the work place, whether caused by the negligence of other staff or guests, or otherwise.

Additionally, I am willing to accept that my pet may be the aggressor in a fight; willing and agree to accept responsibility for any costs incurred if my pet bites or injures another person or destroys individual or Township property, willing and agree to provide evidence of my homeowner's/renter's insurance policy if requested by management, and willing and agree to accept cues from co-workers about my pet's behavior, without defensiveness, if concerns are brought forward to me about my pet.

BY SIGNING THIS AUTHORIZATION AND RELEASE, THE PET OWNER EXPRESSLY ACKNOWLEDGES AND REPRESENTS that he/she has carefully read the foregoing terms and conditions, understands the contents thereof and signs voluntarily; he/she is at least eighteen (18) years of age and fully competent; and executes this Authorization and Release intending that he/she, his/her spouse and family members, and his/her heirs, assigns and personal representatives if deceased, be legally bound by same.

Employee, Pet Owner

Township of Schaumburg Employee Handbook Receipt

This handbook is not intended to create nor be construed to constitute a contract between the Township and one or all of its employees. The contents of the Handbook are presented as a matter of information only. While the Township believes in the plans, policies, or procedures described herein, they are not conditions of employment. The Township reserves the rights to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice.

I further acknowledge the at-will nature of my employment relationship, and that either the Township, or I can terminate my employment and compensation, with or without cause, and with or without notice, at any time.

I understand that it is my responsibility to read, and I have read the contents of the Township of Schaumburg Employee Handbook so that I am aware of the Township's personnel policies. I also acknowledge my obligation as an employee to abide by all applicable policies and rules promulgated by the Township.

Employee's Name:

Employee's Signature:

Date:

Please return this receipt to Human Resources for inclusion in your personnel file.

Schaumburg Township

Board Warrant Report
From 11/11/23 - 12/8/23

	<u>Town</u>	<u>Welfare Services</u>	<u>Capital</u>
Per Attached List of Voucher to be Paid:			
Accounts Payable			
	Subtotal <u>178,284.70</u>	Subtotal <u>9,091.18</u>	Subtotal <u>159,127.49</u>
Employee and Official Salaries			
	Subtotal <u>150,890.11</u>	Subtotal <u>46,487.39</u>	Subtotal <u>n/a</u>
Total Fund	<u><u>329,174.81</u></u>	<u><u>55,578.57</u></u>	<u><u>159,127.49</u></u>

All expenditures set forth herein and in the attached "Township of Schaumburg Board Audit Report – All Funds" have been approved for payment by the Township Board and are hereby attested to by the Township Clerk on this 13th day of December, 2023.

Supervisor

Township Clerk, Attest

Trustee

Trustee

Trustee

Trustee

Township of Schaumburg
Board Audit Report - Town GA and Capital
 November 11 through December 8, 2023

Type	Date	Num	Name	Memo	Account	Amount
100 · Town Expenditures						
10ADMIN · Administration						
12ADMIN · Employee Expenses						
1221053 · Human Resources Consulting						
Bill	11/13/2023	32348	Northwest Communi...	Driver screening - Berry	1221053 · Human Resources Consu...	105.00
Total 1221053 · Human Resources Consulting						105.00
1261014 · Pre-Employment Charges						
Bill	11/14/2023	10/31/2023	FNBO-1467	Employee meeting	1261014 · Pre-Employment Charges	26.94
Bill	11/14/2023	10/31/2023	FNBO-1467	Linkedin - subscription	1261014 · Pre-Employment Charges	69.99
Total 1261014 · Pre-Employment Charges						96.93
Total 12ADMIN · Employee Expenses						201.93
14ADMIN · Auditing						
1421010 · Legal Services						
Bill	11/20/2023	89842	Storino, Ramello & ...	October 2023 Legal	1421010 · Legal Services	1,116.00
Bill	11/27/2023	32879	Del Galdo Law Grou...	October 2023 Legal	1421010 · Legal Services	787.50
Total 1421010 · Legal Services						1,903.50
1421030 · Accounting Services						
Bill	12/04/2023	2286	Gov Accounting, Inc.	November 2023	1421030 · Accounting Services	5,950.00
Total 1421030 · Accounting Services						5,950.00
Total 14ADMIN · Auditing						7,853.50
15ADMIN · Insurance						
1524000 · State Unemployment Insurance						
Bill	11/13/2023	RCB000000033716	Illinois Counties Ris...	October FY24 Payment	1524000 · State Unemployment Insu...	677.00
Total 1524000 · State Unemployment Insurance						677.00
1524030 · Health/ Dental Insurance						
Bill	11/14/2023	306301	BBPA-Benefits Admi...	November 2023	1524030 · Health/ Dental Insurance	4.50
Bill	11/16/2023	4033474	Wage Works, Inc.		1524030 · Health/ Dental Insurance	123.00
Bill	11/20/2023	12/01/23-12/31/23	Euclid Managers	Met Life Legal	1524030 · Health/ Dental Insurance	48.00
Bill	11/27/2023	MetLife Refund	Kolodziej, Joseph P.	MetLife Reimbursement- Aug, S...	1524030 · Health/ Dental Insurance	88.64
Bill	11/27/2023	MetLife Refund	Del Boccio, Richard	MetLife Reimbursement- Aug, S...	1524030 · Health/ Dental Insurance	88.64
Bill	11/28/2023	December 2023	Blue Cross Blue Shi...	December 2023	1524030 · Health/ Dental Insurance	36,726.87
Bill	12/04/2023	40883	CuraLinc, LLC	January, February, March 2024 ...	1524030 · Health/ Dental Insurance	582.45
Total 1524030 · Health/ Dental Insurance						37,662.10
1524035 · Life/ Disability Insurance						
Bill	11/28/2023	December 2023	Principal Life Ins. Co...	December 2023	1524035 · Life/ Disability Insurance	4,104.85
Bill	11/28/2023	September 2023	Principal Life Ins. Co...	September 2023	1524035 · Life/ Disability Insurance	4,107.32

Township of Schaumburg
Board Audit Report - Town GA and Capital
 November 11 through December 8, 2023

Type	Date	Num	Name	Memo	Account	Amount
Total 1524035 · Life/ Disability Insurance						8,212.17
1524037 · Employee Fitness/Wellness Prog						
Bill	11/14/2023	Reimb Fitness 2023	Rogenski, Marianne	Reimb fitness 2023	1524037 · Employee Fitness/Wellne...	200.00
Total 1524037 · Employee Fitness/Wellness Prog						200.00
Total 15ADMIN · Insurance						46,751.27
17ADMIN · Commodities						
1731010 · Office Supplies						
Bill	11/13/2023	922394-0	Runco Office Supply	Office supplies for transportation	1731010 · Office Supplies	36.87
Bill	11/13/2023	982227 (2)	Interiors For Buisine...	Brochure holders for Welfare Se...	1731010 · Office Supplies	939.72
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Bulletin board	1731010 · Office Supplies	35.99
Bill	11/20/2023	923485-0	Runco Office Supply	office supplies	1731010 · Office Supplies	106.78
Bill	12/04/2023	3553942692	Staples	Copy paper and small note pads...	1731010 · Office Supplies	229.69
Total 1731010 · Office Supplies						1,349.05
1731012 · Copier						
Bill	11/13/2023	388060	Image Systems & B...	Upper level copier 9/20-12/19/23	1731012 · Copier	579.60
Total 1731012 · Copier						579.60
Total 17ADMIN · Commodities						1,928.65
19ADMIN · Postage						
1935010 · Postage						
Bill	12/04/2023	November 2023	Quadient Finance U...	November 2023 Postage Refil	1935010 · Postage	1,305.00
Bill	12/05/2023	Exp / Mileage	Lizcano, Luis	Certified mail	1935010 · Postage	9.65
Total 1935010 · Postage						1,314.65
Total 19ADMIN · Postage						1,314.65
21ADMIN · Utilities						
1141020 · Electric						
Bill	11/27/2023	10/20/23-11/20/23	ComEd-TOWN-196...	November 2023 10/20/23-11/20/...	1141020 · Electric	5,922.28
Total 1141020 · Electric						5,922.28
1141030 · Water						
Bill	11/20/2023	12/01/23	Village of Hoffman E...	09/01-09/26/23	1141030 · Water	440.26
Total 1141030 · Water						440.26
1336010 · Telephone						
Bill	11/27/2023	9948941904	Verizon Wireless-Ac...	Admin- 10/11/23-11/10/23	1336010 · Telephone	109.12
Total 1336010 · Telephone						109.12

Township of Schaumburg
Board Audit Report - Town GA and Capital
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Type	Date	Num	Name	Memo	Account	Amount
Total 21ADMIN · Utilities						6,471.66
23ADMIN · Data Processing						
1333010 · Internet Service						
Bill	11/27/2023	233179979	ACC Business	November 2023	1333010 · Internet Service	1,019.17
Total 1333010 · Internet Service						1,019.17
Total 23ADMIN · Data Processing						1,019.17
27ADMIN · Building Expenses						
1742010 · Scavenger Service						
Bill	11/13/2023	10-2311	International Extermi...	October 2023 Pest Control	1742010 · Scavenger Service	120.00
Total 1742010 · Scavenger Service						120.00
1742020 · Fire/ Security System						
Bill	11/13/2023	001532-10-2023	Village of Hoffman E...	False Alarm fee	1742020 · Fire/ Security System	200.00
Total 1742020 · Fire/ Security System						200.00
1742030 · Maintenance Equipment/Supplies						
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Tables	1742030 · Maintenance Equipment/...	563.22
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Air blower gun	1742030 · Maintenance Equipment/...	26.57
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Tongue and groove dis...	1742030 · Maintenance Equipment/...	81.29
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Picture hangers	1742030 · Maintenance Equipment/...	13.90
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Tools	1742030 · Maintenance Equipment/...	38.85
Bill	11/13/2023	773160882	The Home Depot Pro	Gloves	1742030 · Maintenance Equipment/...	72.30
Total 1742030 · Maintenance Equipment/Supplies						796.13
1742041 · Maintenance Contracts						
Bill	11/14/2023	S575390	Sebert Landscaping	Winter plant protection	1742041 · Maintenance Contracts	1,630.00
Bill	11/14/2023	S575629	Sebert Landscaping	Bush replacements	1742041 · Maintenance Contracts	1,170.00
Bill	11/27/2023	0906966980	Stanley Access Tec...	Stanley Service Contract	1742041 · Maintenance Contracts	6,192.00
Bill	11/27/2023	S574100	Sebert Landscaping	Tulip bulbs	1742041 · Maintenance Contracts	475.00
Bill	11/27/2023	263535	Sebert Landscaping	Landscape service	1742041 · Maintenance Contracts	1,012.96
Bill	11/27/2023	4734	Uni-Max Managemen...	November 2023 custodial services	1742041 · Maintenance Contracts	2,550.00
Bill	12/04/2023	14458505 112523	Hinckley Springs	Drinking water	1742041 · Maintenance Contracts	138.00
Bill	12/04/2023	59406	Phase 2 Services, Inc.	Carpet cleaning - Main level	1742041 · Maintenance Contracts	300.00
Total 1742041 · Maintenance Contracts						13,467.96
1742042 · Building Repairs						
Bill	11/13/2023	8478840030	Action Lock & Key, Inc	Disability/Senior door repair	1742042 · Building Repairs	202.00
Bill	11/14/2023	12517	T & D Electrical LLC	Repair main parking lot fixtures	1742042 · Building Repairs	270.00
Bill	12/04/2023	12556	T & D Electrical LLC	Main parking lot poles not working	1742042 · Building Repairs	675.00
Total 1742042 · Building Repairs						1,147.00

Township of Schaumburg
Board Audit Report - Town GA and Capital
November 11 through December 8, 2023

Type	Date	Num	Name	Memo	Account	Amount
Total 27ADMIN · Building Expenses						15,731.09
29ADMIN · Mileage						
1550110 · Travel						
Bill	11/27/2023	Mileage	Morales, Victor	11/12/23 & 11/14/23	1550110 · Travel	269.53
Bill	11/27/2023	Milage Reimburse...	Matthew Steward	Mileage- 8/30, 11/12, 11/14	1550110 · Travel	142.35
Bill	12/04/2023	Mileage Reimb.	Williams, Melissa	October-November 2023	1550110 · Travel	319.05
Bill	12/05/2023	Exp / Mileage	Lizcano, Luis	dunkin donuts	1550110 · Travel	3.93
Bill	12/05/2023	Exp / Mileage	Lizcano, Luis	post office	1550110 · Travel	0.66
Total 1550110 · Travel						735.52
Total 29ADMIN · Mileage						735.52
33ADMIN · Misc						
1361012 · Special Events Miscellaneous						
Bill	11/13/2023	10/31/23	FNBO-4143	Walmart- Trunk or Treat	1361012 · Special Events Miscellane...	802.24
Bill	11/13/2023	10/31/23	FNBO-4143	Walmart- Trunk or Treat	1361012 · Special Events Miscellane...	408.81
Bill	11/13/2023	MHB Trunk or Treat	Ogilvie, Mary Ann	Decorations and treats for Trunk...	1361012 · Special Events Miscellane...	66.86
Check	11/30/2023			Service Charge	1361012 · Special Events Miscellane...	230.71
Bill	12/05/2023	Exp / Mileage	Lizcano, Luis	Team breakfast	1361012 · Special Events Miscellane...	20.47
Total 1361012 · Special Events Miscellaneous						1,529.09
1361015 · Veterans Recognition Expenses						
Bill	11/13/2023	18514	A1 Trophies & Awards	Veterans honor roll plaque and p...	1361015 · Veterans Recognition Exp...	54.45
Total 1361015 · Veterans Recognition Expenses						54.45
Total 33ADMIN · Misc						1,583.54
35ADMIN · Programs						
1561100 · Special Accmdtn's/Translation						
Bill	12/04/2023	42343	Divine Signs and Gr...	Entrance glass vinyl removal/ins...	1561100 · Special Accmdtn's/Transl...	275.00
Total 1561100 · Special Accmdtn's/Translation						275.00
Total 35ADMIN · Programs						275.00
37ADMIN · Professional Improvement						
1762011 · Prof Imprv Town Other						
Bill	11/20/2023	B12621	William Rainey Harp...	October 2023 DEI work	1762011 · Prof Imprv Town Other	6,625.00
Bill	11/27/2023	55043	Schaumburg Busine...	Membership renewal for FY25	1762011 · Prof Imprv Town Other	782.00
Bill	12/04/2023	B12638	William Rainey Harp...	November 2023 DEI work	1762011 · Prof Imprv Town Other	1,750.00
Total 1762011 · Prof Imprv Town Other						9,157.00
Total 37ADMIN · Professional Improvement						9,157.00
99ADMIN · Contingency						
1699900 · Contingency						

Township of Schaumburg
Board Audit Report - Town GA and Capital
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Type	Date	Num	Name	Memo	Account	Amount
Bill	12/04/2023	42425	Divine Signs and Gr...	Wall map framing	1699900 · Contingency	844.00
	Total 1699900 · Contingency					844.00
	Total 99ADMIN · Contingency					844.00
Total 10ADMIN · Administration						93,866.98
20ASSES · Assessor						
26ASSES · Professional Improvement						
1662011 · Professional Imprv Assesor						
Bill	11/13/2023	10/31/23	FNBO-5127	Credit card charges 10/31/23	1662011 · Professional Imprv Assesor	564.48
	Total 1662011 · Professional Imprv Assesor					564.48
	Total 26ASSES · Professional Improvement					564.48
27ASSES · Commodities						
1431010 · Office Supplies						
Bill	11/27/2023	9948941904	Verizon Wireless-Ac...	Assessors- 10/11/23-11/10/23	1431010 · Office Supplies	49.40
	Total 1431010 · Office Supplies					49.40
	Total 27ASSES · Commodities					49.40
Total 20ASSES · Assessor						613.88
40COMR · Community Relations						
41COMR · Commodities						
1734010 · Town Crier						
Bill	11/13/2023	00054265	314 Creative Studio	Graphic Design - December 202...	1734010 · Town Crier	800.00
	Total 1734010 · Town Crier					800.00
1734011 · Printing						
Bill	11/13/2023	74611	Kwik-Print	Township brochures	1734011 · Printing	1,348.20
	Total 1734011 · Printing					1,348.20
	Total 41COMR · Commodities					2,148.20
Total 40COMR · Community Relations						2,148.20
50D/S · Disability/Senior Services						
19D/S · Contingency						
1999900 · Contingency						
Bill	11/13/2023	10/31/23	FNBO-4143	Home Goods- Frurniture for DSS	1999900 · Contingency	499.99
	Total 1999900 · Contingency					499.99
	Total 19D/S · Contingency					499.99

Township of Schaumburg
Board Audit Report - Town GA and Capital
 November 11 through December 8, 2023

Type	Date	Num	Name	Memo	Account	Amount
33D/S · Misc						
1361010 · Program Expenses						
Bill	11/13/2023	504429820	Motion Picture Licen...	Annual motion picture license 20...	1361010 · Program Expenses	273.10
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Wireless headset	1361010 · Program Expenses	36.98
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Credit	1361010 · Program Expenses	-6.99
Bill	11/13/2023	10/31/23	FNBO-4143	Starved Rock- Trip balance	1361010 · Program Expenses	1,117.00
Bill	11/13/2023	10/31/23	FNBO-4143	Temu- Credit	1361010 · Program Expenses	-3.87
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Weight rack	1361010 · Program Expenses	159.99
Bill	11/13/2023	10/31/23	FNBO-4143	Juliet Tavern- Lunch for JK and ...	1361010 · Program Expenses	35.41
Bill	11/13/2023	10/31/23	FNBO-4143	Cooking Skills & Social- Deposit...	1361010 · Program Expenses	722.75
Bill	11/13/2023	10/31/23	FNBO-4143	Riccardo's- Halloween dance	1361010 · Program Expenses	231.00
Bill	11/13/2023	10/31/23	FNBO-4143	Jewel- Halloween dance	1361010 · Program Expenses	98.92
Bill	11/13/2023	10/31/23	FNBO-4143	Home Depot- Trunk or Treat dec...	1361010 · Program Expenses	12.54
Bill	11/13/2023	10/31/23	FNBO-4143	McDonalds- Gift cards for zoom ...	1361010 · Program Expenses	500.00
Bill	11/13/2023	10/31/23	FNBO-4143	Jacob Henry Mansion- Medium t...	1361010 · Program Expenses	772.00
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Coffee cups	1361010 · Program Expenses	29.50
Bill	11/13/2023	10/31/23	FNBO-4143	Maxfields- Breakfast social	1361010 · Program Expenses	44.96
Bill	11/20/2023	932866	Fireside Theatre	Deposit - Nunsence & Lunch	1361010 · Program Expenses	25.00
Bill	11/20/2023	October 2023 clas...	Joseana Ripari	October 2023 classes	1361010 · Program Expenses	250.00
Bill	11/20/2023	3.21.24 Show	Metropolis	3/21/24 - Wouldn't It Be Lovely	1361010 · Program Expenses	420.00
Bill	11/20/2023	5/21/23 show	Metropolis	5/21/23 - Thanks For the Memor...	1361010 · Program Expenses	420.00
Bill	11/27/2023	15378	Kathi Rose	Instructor fee and floral material...	1361010 · Program Expenses	650.00
Bill	11/27/2023	Chicago History T...	Chicago History Mus...	Chicago History Museum Tour	1361010 · Program Expenses	420.00
Bill	11/27/2023	Refund	Bonnie Trento	Refund for musical entertainmen...	1361010 · Program Expenses	116.00
Bill	11/27/2023	Theater Admission	Judith Stendig	Theater admission for Beautiful	1361010 · Program Expenses	87.00
Bill	12/04/2023	November 2023	Sutherland, Cynthia	Tai Chi - 11/7, 11/14, 11/21, 11/28	1361010 · Program Expenses	140.00
Bill	12/04/2023	November 2023	Joseana Ripari	November 2023 classes	1361010 · Program Expenses	150.00
Bill	12/05/2023	November 2023	Camille Cronfel	November 2023 - Yoga, Chair Y...	1361010 · Program Expenses	700.00
Bill	12/05/2023	November 2023	Jim Collins	November 2023 - Chair Yoga	1361010 · Program Expenses	120.00
Bill	12/05/2023	120823	Keith Burke	12/8/23 Holiday Party entertain...	1361010 · Program Expenses	225.00
Total 1361010 · Program Expenses						7,746.29
Total 33D/S · Misc						7,746.29
56D/S · Professional Improvement						
1662010 · Professional Imprv						
Bill	11/13/2023	10/31/23	FNBO-4143	Panera Bread- Lunch 10/3 IDOA...	1662010 · Professional Imprv	19.89
Bill	11/13/2023	10/31/23	FNBO-4143	La Fiesta Grande- Dinner 10/3 l...	1662010 · Professional Imprv	25.69
Bill	11/13/2023	10/31/23	FNBO-4143	Holiday Inn Express- IDOA conf...	1662010 · Professional Imprv	275.85
Bill	11/13/2023	10/31/23	FNBO-4143	Disability Scoop- Subscription	1662010 · Professional Imprv	50.00
Bill	11/13/2023	10/31/23	FNBO-4143	Hilton San Francisco- OnAging ...	1662010 · Professional Imprv	257.29
Bill	11/13/2023	10/31/23	FNBO-4143	Jewel- Welfare Services breakfast	1662010 · Professional Imprv	116.77
Total 1662010 · Professional Imprv						745.49
Total 56D/S · Professional Improvement						745.49
57D/S · Commodities						
1531010 · Office Supplies						

Township of Schaumburg
Board Audit Report - Town GA and Capital
November 11 through December 8, 2023

Type	Date	Num	Name	Memo	Account	Amount
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Coffee station organizer	1531010 · Office Supplies	38.94
Bill	11/13/2023	10/31/23	FNBO-4143	Amazon- Coffee station supplies	1531010 · Office Supplies	252.11
Total 1531010 · Office Supplies						291.05
1634010 · Printing/ Publishing						
Bill	11/20/2023	73651	Plum Grove Printers	Deafline - November / December	1634010 · Printing/ Publishing	624.22
Total 1634010 · Printing/ Publishing						624.22
Total 57D/S · Commodities						915.27
Total 50D/S · Disability/Senior Services						9,907.04
65TRANS · Transportation						
53TRANS · Vehicle						
1351010 · Fuel						
Bill	11/13/2023	RR00001940	Village of Hoffman E...	October 2023 fuel- transportation	1351010 · Fuel	4,375.35
Total 1351010 · Fuel						4,375.35
1351011 · Bus Maintenance & Supplies						
Bill	11/13/2023	10950	Superior Diesel & A...	Bus #51 maint.	1351011 · Bus Maintenance & Suppl...	187.50
Bill	11/20/2023	11050	Superior Diesel & A...	Bus #71 maint	1351011 · Bus Maintenance & Suppl...	635.95
Bill	11/27/2023	11076	Superior Diesel & A...	Bus #51 maint	1351011 · Bus Maintenance & Suppl...	3,811.90
Bill	12/04/2023	11081	Superior Diesel & A...	Bus #51 maint	1351011 · Bus Maintenance & Suppl...	275.00
Bill	12/04/2023	143004	Kammes Auto & Tru...	Bus #51 saftey lane inspection	1351011 · Bus Maintenance & Suppl...	45.00
Total 1351011 · Bus Maintenance & Supplies						4,955.35
1351020 · Communications						
Bill	11/27/2023	9948941905	Verizon Wireless-Ac...	10/11/23-11/10/23	1351020 · Communications	23.48
Bill	11/27/2023	9948941906	Verizon Wireless-Ac...	10/11/23-11/10/23	1351020 · Communications	111.76
Total 1351020 · Communications						135.24
Total 53TRANS · Vehicle						9,465.94
Total 65TRANS · Transportation						9,465.94
91HUMAN · Human Services						
1193010 · Kenneth W Young Centers						
Bill	11/13/2023	8457	Kenneth W. Young ...	October 2023 Grant allocation-A...	1193010 · Kenneth W Young Centers	10,416.00
Total 1193010 · Kenneth W Young Centers						10,416.00
1193040 · Life Span Domestic Violence						
Bill	11/13/2023	October 2023	Life Span	October 2023	1193040 · Life Span Domestic Viole...	1,666.67
Total 1193040 · Life Span Domestic Violence						1,666.67
1193070 · Northwest Casa						

Township of Schaumburg Board Audit Report - Town GA and Capital November 11 through December 8, 2023

Type	Date	Num	Name	Memo	Account	Amount
Bill	11/13/2023	October 2023	Northwest Casa	October 2023 Grant Allocation	1193070 · Northwest Casa	2,083.33
Total 1193070 · Northwest Casa						2,083.33
1194040 · Childrens Advocacy Center						
Bill	11/20/2023	October 2023	The Children's Advo...	October 2023 Grant Allocation	1194040 · Childrens Advocacy Center	916.66
Total 1194040 · Childrens Advocacy Center						916.66
1194050 · Kenneth Young						
Bill	11/13/2023	8456	Kenneth W. Young ...	October 2023 Grant allocation-C...	1194050 · Kenneth Young	44,700.00
Total 1194050 · Kenneth Young						44,700.00
1198000 · Wings Program						
Bill	11/13/2023	9302323	WINGS Program, Inc.	September 2023 Grant Allocation	1198000 · Wings Program	1,250.00
Bill	11/13/2023	10312323	WINGS Program, Inc.	October 2023 Grant Allocation	1198000 · Wings Program	1,250.00
Total 1198000 · Wings Program						2,500.00
Total 91HUMAN · Human Services						62,282.66
Total 100 · Town Expenditures						178,284.70
201 · General Assistance Expenditures						
280GEN · General Assistance						
15GEN · Insurance						
2524030 · Health Dental Life Disblty Ins						
Bill	11/14/2023	306301	BBPA-Benefits Admi...	November 2023	2524030 · Health Dental Life Disblty ...	4.50
Bill	11/28/2023	September 2023	Principal Life Ins. Co...	September 2023	2524030 · Health Dental Life Disblty ...	1,387.13
Bill	11/28/2023	December 2023	Principal Life Ins. Co...	December 2023	2524030 · Health Dental Life Disblty ...	1,387.13
Total 2524030 · Health Dental Life Disblty Ins						2,778.76
Total 15GEN · Insurance						2,778.76
17GEN · Commodities						
2832010 · Pantry Equipment						
Bill	11/27/2023	9948941904	Verizon Wireless-Ac...	GA- 10/11/23-11/10/23	2832010 · Pantry Equipment	98.80
Total 2832010 · Pantry Equipment						98.80
Total 17GEN · Commodities						98.80
25GEN · Transportation/ Mileage						
2550110 · Transportation / Mileage						
Bill	11/20/2023	Mileage reimb	Nelson, Diana	November 2023 mileage	2550110 · Transportation / Mileage	308.71
Total 2550110 · Transportation / Mileage						308.71
Total 25GEN · Transportation/ Mileage						308.71

**Township of Schaumburg
Board Audit Report - Town GA and Capital
November 11 through December 8, 2023**

Type	Date	Num	Name	Memo	Account	Amount
31GEN · Vehicle Expense						
2851010 · Fuel						
Bill	11/13/2023	RR00001940	Village of Hoffman E...	October 2023 fuel- GA	2851010 · Fuel	145.26
Total 2851010 · Fuel						145.26
Total 31GEN · Vehicle Expense						145.26
37GEN · Professional Improvement						
2762010 · Professional Improvement						
Bill	11/20/2023	2024 Membership	ITASCSC	2024 Membership renewal	2762010 · Professional Improvement	100.00
Total 2762010 · Professional Improvement						100.00
Total 37GEN · Professional Improvement						100.00
57GEN · Other Assistance						
2761010 · Special Assistance						
Bill	11/20/2023	AO-128999-1	Greater Chicago Fo...	Food Pantry	2761010 · Special Assistance	521.75
Bill	11/27/2023	AO-129648-1	Greater Chicago Fo...	Food pantry	2761010 · Special Assistance	684.95
Bill	12/01/2023		Woodman's Food M...		2761010 · Special Assistance	4,060.44
Bill	12/04/2023	AO-130174-1	Greater Chicago Fo...	GCFD food pantry purchase	2761010 · Special Assistance	392.51
Total 2761010 · Special Assistance						5,659.65
Total 57GEN · Other Assistance						5,659.65
Total 280GEN · General Assistance						9,091.18
Total 201 · General Assistance Expenditures						9,091.18
401 · Capital Fund - Expenditures						
4045015 · Building Improvements/Upgrades						
Bill	11/14/2023	7055	Verde Solutions LLC	Solar payment - 2nd installment	4045015 · Building Improvements/U...	107,701.80
Bill	11/20/2023	ST-009-V1	ALFA Chicago Inc	Architech design - 2nd floor gym	4045015 · Building Improvements/U...	33,575.00
Total 4045015 · Building Improvements/Upgrades						141,276.80
4045020 · Main LevelLobby Update						
Bill	11/20/2023	ST-008-V1	ALFA Chicago Inc	Lobby Renovation - add'l billing	4045020 · Main LevelLobby Update	17,850.69
Total 4045020 · Main LevelLobby Update						17,850.69
Total 401 · Capital Fund - Expenditures						159,127.49
TOTAL						346,503.37

Schaumburg Township

Board Warrant Report
From 11/11/23 - 12/8/23

Road & Bridge

Per Attached List of Voucher to be Paid:

Accounts Payable

Subtotal 23,886.25

Employee and Official Salaries

Subtotal 18,428.16

Total Fund

42,314.41

All expenditures set forth herein and in the attached "Township of Schaumburg Board Audit Report – All Funds" have been approved for payment by the Township Board and are hereby attested to by the Township Clerk on this 13th day of December, 2023.

Supervisor

Township Clerk, Attest

Trustee

Trustee

Trustee

Trustee

Highway Commissioner

**Township of Schaumburg
Board Audit Report - R&B
November 11 through December 8, 2023**

Type	Date	Num	Name	Memo	Account	Amount
301 · Road And Bridge Expenditures						
90ROADB · Road And Bridge						
10ROADB · Utilities						
3036010 · Telephone R & B						
Bill	12/04/2023	11/28/23-12/27/23	Comcast Cable- 013...	11/28/23-12/27/23	3036010 · Telephone R & B	340.05
Total 3036010 · Telephone R & B						340.05
3041010 · Gas Utilities						
Bill	12/04/2023	10/25/23-11/26/23	Nicor Gas - R & B	Gas for garage - 10/25/23-11/26/23	3041010 · Gas Utilities	123.64
Total 3041010 · Gas Utilities						123.64
3041022 · Electric Utilities						
Bill	12/04/2023	10/20/23-11/20/23	ComEd-1967745009	R & B - 10/20/23-11/20/23	3041022 · Electric Utilities	220.73
Total 3041022 · Electric Utilities						220.73
3041030 · Water Utilities						
Bill	11/20/2023	12/01/23	Village of Hoffman E...	09/01-10/01/23	3041030 · Water Utilities	148.51
Total 3041030 · Water Utilities						148.51
Total 10ROADB · Utilities						832.93
14ROADB · Contractual						
3421010 · Legal Services						
Bill	11/20/2023	89841	Storino, Ramello & ...	October 2023 Legal - R & B	3421010 · Legal Services	186.00
Total 3421010 · Legal Services						186.00
Total 14ROADB · Contractual						186.00
15ROADB · Insurance						
3524030 · Health/ Dental/ Life/ Dsbly						
Bill	11/20/2023	December 2023	Euclid Managers - ...	December 2023	3524030 · Health/ Dental/ Life/ Dsbly	333.32
Bill	11/28/2023	December 2023	Principal Life Ins. Co...	December 2023	3524030 · Health/ Dental/ Life/ Dsbly	194.20
Bill	11/28/2023	November 2023	Principal Life Ins. Co...	November 2023	3524030 · Health/ Dental/ Life/ Dsbly	194.20
Bill	12/04/2023	December 2023 R...	Blue Cross Blue Shi...	December 2023 - R & B	3524030 · Health/ Dental/ Life/ Dsbly	2,163.12
Total 3524030 · Health/ Dental/ Life/ Dsbly						2,884.84
Total 15ROADB · Insurance						2,884.84
19ROADB · Postage						
3935010 · Postage						
Bill	12/04/2023	10/19/23-11/17/23	Citi Cards- Costco	USPS- Stamps	3935010 · Postage	39.60
Total 3935010 · Postage						39.60
Total 19ROADB · Postage						39.60

**Township of Schaumburg
Board Audit Report - R&B
November 11 through December 8, 2023**

Type	Date	Num	Name	Memo	Account	Amount
33ROADB · Other						
3442020 · Security System						
Bill	11/20/2023	94521	Reliable Fire & Secu...	R & B - Sprinkler inspection	3442020 · Security System	432.50
Total 3442020 · Security System						432.50
Total 33ROADB · Other						432.50
37ROADB · Professional Improvement						
3662010 · Professional Improvement R&B						
Bill	12/04/2023	10/19/23-11/17/23	Citi Cards- Costco	TOI- Handbook	3662010 · Professional Improveme...	20.00
Bill	12/04/2023	10/19/23-11/17/23	Citi Cards- Costco	Chesapeake Seafood- Dinner	3662010 · Professional Improveme...	68.74
Bill	12/04/2023	10/19/23-11/17/23	Citi Cards- Costco	McDonalds- Dinner	3662010 · Professional Improveme...	12.15
Bill	12/04/2023	10/19/23-11/17/23	Citi Cards- Costco	Crown Plaza Hotel- Hotel	3662010 · Professional Improveme...	232.56
Bill	12/04/2023	10/19/23-11/17/23	Citi Cards- Costco	Village Tavern- Lunch meeting	3662010 · Professional Improveme...	117.98
Total 3662010 · Professional Improvement R&B						451.43
Total 37ROADB · Professional Improvement						451.43
75ROADB · Road Maintenance						
3581010 · Contract Work						
Bill	11/14/2023	11132023	Nulink Corporation	New RPZ - Back Flow Preventer	3581010 · Contract Work	9,975.00
Bill	11/20/2023	22655	American Vector Se...	Cleaned storm structures	3581010 · Contract Work	1,900.00
Total 3581010 · Contract Work						11,875.00
3581030 · Materials & Supplies						
Bill	11/20/2023	117257	Traffic Control & Pro...	signs	3581030 · Materials & Supplies	636.30
Total 3581030 · Materials & Supplies						636.30
3581040 · Gas & Oil						
Bill	12/04/2023	93665121	Wex Bank - R&B - 0...	November 2023 Fuel	3581040 · Gas & Oil	821.82
Total 3581040 · Gas & Oil						821.82
3581060 · Tools & Supplies						
Bill	12/04/2023	10/19/23-11/17/23	Citi Cards- Costco	Northern Tool- Tires, drum dolly, b...	3581060 · Tools & Supplies	1,033.50
Bill	12/04/2023	10/19/23-11/17/23	Citi Cards- Costco	Menards- Filters, wiper blades, nu...	3581060 · Tools & Supplies	200.48
Bill	12/04/2023	10/19/23-11/17/23	Citi Cards- Costco	Northern Tool- Credit	3581060 · Tools & Supplies	-199.99
Total 3581060 · Tools & Supplies						1,033.99
3583020 · Snow & Ice Control MATR/ SUPPL						
Bill	11/13/2023	2908802524	Cargill Salt Road Sa...	Road Salt	3583020 · Snow & Ice Control MAT...	4,691.84
Total 3583020 · Snow & Ice Control MATR/ SUPPL						4,691.84
Total 75ROADB · Road Maintenance						19,058.95

3:04 PM

12/06/23

Accrual Basis

**Township of Schaumburg
Board Audit Report - R&B
November 11 through December 8, 2023**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total 90ROADB · Road And Bridge						<u>23,886.25</u>
Total 301 · Road And Bridge Expenditures						<u>23,886.25</u>
TOTAL						<u><u>23,886.25</u></u>